21547

UNITED STATES POSTAL SERVICE

postal bulletin

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Vehicle Sales

Numerous Management Sectional Center (MSC) Finance/Accounting Offices are not always submitting a copy of the Form 97A, *U.S. Government Certificate of Release of Motor Vehicle,* and 9500 check to the Regional Vehicle Services Branch (RVSB) at the same time that the check and 97As are submitted to the Postal Data Center (PDC) Disbursing Officer. This results in misstatements of the financial reports reflecting motor vehicle asset and depreciation values. Therefore, it is imperative that the Finance/Accounting Office in the MSC submit a copy of Form 97A and *a copy of the 9500 check* that reflect the amount of the sale to the RVSB on the same day that the Form 97A and check are submitted to the PDC Disbursing Officer.

This procedure should be followed in conjunction with Management Instruction PO 750–82–1, *Sale of Postal Vehicles.* This Management Instruction (MI) is being revised to include this procedure and procedures for comparing or reconciling vehicle sales reports generated at the VMF/MSC, PDC and Regional levels. The revised MI will be published to coincide with completion of the centralized VMAS reporting at the New York PDC.

Effective with A/P 4 processing, all Forms 97A and 9500 checks must be submitted to the New York PDC. The New York Postal Data Center will process all VMAS PDC reports in New York except warranty invoice preparation which will be performed by the servicing PDCs until this procedure can be mechanized on or about A/P 9, FY86.

—Dept. of the Controller, 1–2–86.

Special Services Paid by Permit

Whenever mail with any special service is paid by permit, the permit imprint must show that the proper fees have been paid by the mailer. The format of the permit imprint must include the words *U.S. Postage and Fees Paid* (see DOMESTIC MAIL MANUAL 145.43). Post offices receiving special services mail with this endorsement in the permit imprint must assume that both postage and fees were collected at the time of mailing. This mail must **not** be returned for postage.

—Rates & Classification Dept., 1–2–86.

SAFETY IS NO ACCIDENT

Uniform Allowance Program

An unacceptable number of complaints are being received from licensed uniform vendors concerning delays of 90 days or more in receiving payments for items of authorized apparel purchased by postal employees.

Postmasters and/or installation heads are requested to process vendor invoices for payment in accordance with part 586.56, EMPLOYEE AND LABOR RELATIONS MANUAL (ELM), as revised in POSTAL BULLETIN 21425, dated October 6, 1983. These procedures require vendors to send original invoices directly to the postmaster and/or installation head, who is responsible for assuring certification for payment 10 working days after receipt of the invoice.

—Labor Relations Department & Department of the Comptroller, 1–2–86.

Using Handbook AS–302, *Correspondence Management*

Managers and supervisors responsible for initiating and reviewing Postal Service correspondence are required to be familiar with the contents of Handbook AS–302, *Correspondence Management.* Indications are that this is not always the case. This notice is a reminder that Handbook AS–302 provides Postal Service policy and instructions for the uniform preparation and maintenance of correspondence. Supplies of the handbook are available from the area supply centers. Any comments, questions, or suggestions for changes to the handbook should be addressed to Records Office, U.S. Postal Service, Washington, D.C. 20260–5010.*—Records Office, 1–2–86.*

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P1.3:

M–68 Revision

Express Mail Next Day Service—Delivery Before 3:00 P.M.

Express Mail Next Day Post Office to Addressee Service shipments must be delivered by 3:00 p.m. the day after mailing. Each office must develop an operations plan for delivery no later than 3:00 p.m. Until the M–68 Handbook, *Express Mail Service,* is republished, the following procedures must be followed for Next Day Post Office to Addressee service. These procedures will be incorporated in the future revision of the M–68 Handbook.

Where Next Day Service Post Office to Addressee shipments are addressed to customers who will receive delivery after 3:00 p.m., local management *must* take action to prevent such an occurrence.

If Next Day Service shipments arrive: (a) too late to connect with normal delivery trips; (b) addressed to areas where such delivery could not be assured by 3 p.m.; or (c) on other than normal delivery days (weekends and holidays) contingencies for delivery that day must be made in the local office's operating plan. The plan must include authorizing a carrier to temporarily alter, if necessary, his or her line of travel to ensure delivery by 3:00 p.m. *The plan must also include provision for delivery the same day as the shipments are received, even though delivery may be made after 3 p.m.*

Note: Additional cost is never to be incurred solely to advance time of delivery unless, in the absence of such action, delivery would not be made *before* 3 p.m. or on the same day the shipment is received. Establishing trips and/or special designated employees, solely to delivery Next Day Service shipments should be avoided unless necessary to meet the delivery standard. Do not create specialized routes for the delivery of Next Day Service shipments or designate specific employees to delivery Next Day Service shipments exclusively.

—Delivery Services Dept., 1–2–86.

Retention Periods For Post Office Forms

The Records Office has received numerous requests from postmasters for retention periods of specific forms routinely used at post offices. A list containing retention periods for those forms most frequently requested is shown on pages 6 and 7 of this bulletin. The list is not intended to be all-inclusive and any questions concerning retention of forms not included on the list should be addressed to the Headquarters Records Office, Room 8121, 475 L'Enfant Plaza, SW., Washington, DC 20260–5010, PEN 268–5161.

—Records Office, 1–2–86.

BUY U.S. SAVINGS BONDS

DMM Revision

Mail Classification Centers

Effective January 1, 1986, a mail classification center (MCC) will no longer be located in Des Moines, Iowa. The three-digit ZIP Code areas currently being served by the Des Moines MCC will be served by the MCC in Saint Louis, Missouri.

The Saint Louis MCC listing in DOMESTIC MAIL MANUAL (DMM) 132 is amended to read as follows:

Saint Louis, MO 63155	Gateway—500–508, 510–514, 520–528, 612, 620, 622–624, 628–631, 633–639, 648, 650–652, 654–658.

This change will be incorporated in a future DMM revision.

—Rates & Classification Dept., 1–2–86.

Directives Update

The following new and revised directives have been issued and are available now from the Supply Centers. See Pub. 23, *Directives Catalog,* for ordering instructions.

New Directives

Document and date	Title
HBK EL506, 03/85	*Civil Service Disability Retirement Handbook*
HBK MS17, 12/84	*Hamper Dumper Model VIII–M*
POS 200, 10/85	*Mailing Something of Value?*
PUB 87, 01/85	*ZIP + 4 Address Matching—A Guide for AIS Units*

Revised Directives

Document and date	Title	Oldest usable date
HBK EL505, TL3 10,85	*Injury Compensation Procedures Control Offices/Points.*	10/85
L 11B, 08/85	*Express Mail Next Day Service—Post Office to Addressee.*	03/85
N 28, 09/85	*13-Period Year Calendar (Four Years).*	09/85
N 224, 08/85	*How To Complete Form 3924.*	08/85
POS 2A, 1985	*Christmas Mail Early Poster.*	1985

Note: It is important to order items with the type of identification used by the supply center computers. For your information, HBK represents Handbook; L, Label; N, Notice; PUB, Publication and SGN, Sign.

—Office of Data Management, 1–2–86.

PENALTY MAIL

Many post offices are not following the procedures set forth in Handbook DM–103, *Penalty Mail*. This may result in significant loss of revenue to the Postal Service. Postmasters must ensure that Mailing Requirements, Bulk Mail Acceptance Unit and Finance Unit personnel have access to a copy of Handbook DM–103 and are familiar with its contents. Special attention must be given to the following areas:

1. An entire copy (both the application and authorization portions) of Form 3601, *Application to Mail Without Affixing Postage Stamps*, must be forwarded to Headquarters (see DM–103, 241.2g).

2. A Form 3000G, *Mailing Statement Register for Penalty Mail*, must be maintained and a Register Number must appear on all penalty mail mailing statements (see DM–103, 510).

3. Form 3602–PC, *Statement of Mailing Bulk Rates*, may not be used for penalty mail permit imprint mailings. It should be accepted only when required for metered mailings.

4. Form 3602–G, *Statement of Mailing with Penalty Permit Imprints*

a. May only be used by Government Printing Office (GPO) contractors. The serial number from the Form 712, *Certificate of Conformance*, that is required to accompany such mailings *must* appear in item 4 on Form 3602–G.

b. GPO contractors may NOT submit more than one Form 712 with a Form 3602–G. Each Form 3602–G must meet the minimum requirements for permit imprint mailings (200 pieces or 50 pounds).

c. Only single piece rate mailings may be made using this form.

d. Special service fees, special fourth-class rate pieces, bound printed matter, and international mail must be reported ONLY on lines 24 through 26.

e. The mailings must be verified in accordance with DM–103, 420. ALL SHADED PORTIONS OF THE FORM MUST BE COMPLETED BY ACCEPTANCE UNIT PERSONNEL. This includes the signature of the weigher.

f. Make sure the correct average weight per piece is shown in Column E. DO NOT ROUND THESE FIGURES TO LESS THAN FOUR DECIMAL PLACES.

g. Make sure the proper rate for each class of mail is shown in Column F. In particular, note the following rate applications that are unique to Form 3602–G.

(1) Zone 5 rates must be charged for ALL zone rated classes of mail.

(2) The ninety cent nonmachinable surcharge must be charged on ALL fourth-class parcel post pieces weighing over twenty-five pounds. (Fourth-class parcel post pieces paid by meters, stamps, or reported on Form 3605 are subject to the nonmachinable surcharge under the conditions listed in 753 DMM.)

h. Make sure you multiply the number of *pieces* by the rate per piece to determine postage.

Finance Units are required to check penalty mail mailing statements for completeness and accuracy before forwarding them to the Official Mail Accounting Branch in accordance with DM–103, 530. Forward only the original of each mailing statement. Duplicate mailing statements are to be retained for post office records. Do *not* forward Forms 3000–G, 3607, 3607–G, or 3609. These are to be retained for post office records.—*Dept. of the Controller, 1–2–86.*

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INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21546** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

016290	112088	276213	336053	480305	600923	770273	856006	941091
018066	114085	276230	336068	480321	600982	770296	871140	941116
018088	117187	276231	336096	482118	601061	770300	880016	941199
018107	117203	277035	336152	482151	601073	770301	880017	941227
019025	117223	279014	336316	482170	601093	770312	895107	941241
021159	122103	280033	336328	482171	601222	770342	900627	941246
021259	122106	282194	336344	482176	601380	770359	901016	941257
021297	152132	288002	336452	482185	601630	770459	901056	941273
021330	170073	288003	336638	482189	601675	770513	901066	941283
021342	171054	292176	336808	482190	605021	770545	901079	945233
021383	191321	296098	337005	489032	605076	770810	901099	945250
054018	191403	296112	337018	495044	607264	770818	901125	945254
054520	191412	314116	337062	496030	607593	770854	901130	945255
069215	191426	327067	372228	503164	607603	773011	901131	945257
069234	193101	327078	374087	520029	607622	778004	901133	945261
069239	196015	328116	376070	528006	622040	782215	901186	945266
069246	200311	328119	381381	528010	631221	782253	901202	946096
071047	200412	329029	393041	532082	631318	784102	901235	948026
071472	200432	331063	402202	532114	631325	785003	901247	948028
077510	206023	331470	402222	532146	666062	785032	901296	950161
078103	206029	331585	402234	532152	672099	785040	901302	951145
086002	207015	331586	403009	532190	681101	785046	901321	951160
086003	208055	333286	403011	532194	701077	785049	902384	951167
100016	208066	333336	404100	532197	706035	787237	917515	951179
100436	208072	333372	405048	532215	706060	787264	917517	951188
100884	209017	333373	405050	532222	706073	787302	917522	954203
100889	220063	333700	414001	532231	708065	787303	917527	954207
100932	220069	333705	420010	532235	711194	787310	921331	972215
100947	221058	333707	423004	548001	711195	790082	921343	972227
101015	221068	333713	432069	548002	713029	797113	926583	974057
101131	232002	334002	432076	548003	730019	799045	926595	975015
101175	232074	334116	432115	549045	750077	799067	926598	981327
101195	232078	334142	432118	591051	750094	799078	926641	981349
101281	232111	334169	432129	591200	752027	799084	926661	981398
101309	232113	334177	432130	591400	752236	799128	926668	981424
101333	247029	334178	432142	598042	752552	799142	926745	981500
101341	271007	335031	441395	600003	760007	799143	926751	992093
101407	271075	335033	441405	600039	761295	815031	926753	997106
101491	274086	335062	452251	600059	770032	837052	928110	997115
101508	274120	335142	452272	600099	770044	841054	931069	
104029	275025	335161	452300	600102	770071	841233	940147	
104055	275026	335560	460001	600109	770093	850327	940191	
105068	275052	336019	461003	600112	770218	850395	940238	
106953	276038	336025	468057	600177	770249	850398	940267	
107100	276209	336030	478007	600211	770258	850425	940285	

—Customer Services Dept., 1–2–86.

Pile sacks evenly to avoid damage and to conserve space

FORMS UPDATE

Forms Update is a monthly article listing changes in forms used by the Postal Service nationwide. This list reflects only the forms that are available from the Supply Centers. It does not include experimental forms; forms designed for limited or local use; or forms not stocked in the Supply Centers. Forms that are not stocked are distributed directly to the offices required to use them.

Forms are categorized as new or revised, and are listed in order by number within each category. In the revised category, the third column indicates the date of the oldest issue that may still be used. When only the current issue may be used, the revised issue date will be listed. A list of forms that are now obsolete are noted also.

New Forms

Form number and date	Title
3227R, 07/85	*Stamp Stock Purchase Request*

Revised Forms

Form number and date	Title	Oldest usable date
1242A, 10/85	*Commercial Garnishment Withholding Notice or Wage Earner Plan Allotment Request.*	02/84
1653, 09/85	*Postmaster Relief/Leave Revised Replacement Employment Data.*	09/80
2053B, 11/85	*Financial Audit Data Report—Attributes.*	11/85
2970, 09/85	*Letter Bill (C–12)*	09/85
3503, 10/85	*Record of Deposits Made While Second-Class Application is Pending.*	11/83
3574, 09/85	*Change of Address Order Completion Request.*	08/80
3602, 04/85	*Statement of Mailing With Permit Imprints.*	04/85
3602PC, 04/85	*Statement of Mailing Bulk Rates.*	04/85
3605, 04/85	*Statement of Mailing Bulk Zone Rates.*	04/85
4314A, 03/85	*Consumer Service Card—Spanish.*	03/85
4840, 09/85	*Operation-Maintenance Schedule.*	03/78
5639, 09/85	*Express Mail Corporate Account Application.*	09/85
5690, 09/85	*Express Mail Application for Indemnity.*	09/82
7400, 04/85	*Agreement to Lease*	04/85
CA4, 09/84	*Claim for Compensation on Account of Occupational Disease.*	09/84

Obsolete Forms

Form number and date	Title	Obsolete date
564, 12/82	*Accountable Property Record*	12/85
564A, 03/83	*Disposition of Accountable Property.*	12/85
1691, 10/78	*Management Sectional Center Program Plan.*	11/85
1692, 10/78	*Project Management Action Plan—Task Summary.*	11/85
1693, 10/78	*Project Management Action Plan—Milestone Schedule.*	11/85
2415, 07/79	*An Important Message From Your Postmaster.*	12/85
2508C, 03/78	*Advisory Panel Recommendations to the Installation Head.*	12/85
3816AL, 06/85	*Tag for COD Articles* (Replaced by 3816as).	12/85
4203, 10/70	*Maintenance Staffing Summary*	12/85
4760, 06/71	*Supplies to be Withdrawn from Bulk Area for Replenishing.*	11/85
5941, 03/78	*Supplemental Factor Documentation.*	12/85
SF 120, 04/57	*Report of Excess Personal Property.*	11/85
SF 120A, 04/57	*Report of Excess Personal Property.*	11/85
SF 344, 02/74	*Multi-use Standard Requisitioning/Issue System Document.*	11/85
DD 1425, 10/72	*Specification and Standards Requisition.*	11/85

—Office of Data Management, 1–2–86

Orange airmail bags are used for priority mail. Process them regularly. Ship them to the concentration point nearest your installation.

Retention Periods for Post Office Forms

Form No.	Title	Retention period (years)
17	*Stamp Requisition:*	
	Station/Branch Copies	2
	Clerk Copies	(1)
17A	*Accountable Items Requisition from SDO:*	
	SDO Copies	1
	Post Office Copies	2
25	*Trust Fund Account*	[2] 2
1091A	*Post Office Box Register*	[2] 2
1091B	*Register for Caller Service Fees*	[2] 2
1093	*Application for Post Office Box/Caller Service*	[2] 2
1094	*Application for Additional Keys to Post Office Box*	[2] 2
SF 1164	*Claim for Reimbursement for Expenditures on Official Business*	4
1230–A	*Time Card—Week 1*	3
1230–B	*Time Card—Week 2*	3
1230–C	*Time Card—Other Service*	3
1234	*Utility Card*	3
1300	*Origin-Destination Information System*	1
1300–HH	*ODIS Heavy Sample Header Sheet*	1
1300–HR	*ODIS Regular Sample Header Sheet*	1
1311	*Carrier Transportation Agreement*	2
1312	*Local Transportation Payments*	4
1314	*Regular Rural Carrier Time Certificate*	3
1314–A	*Auxiliary Rural Carrier Time Certificate*	3
1412–A&B	*Daily Financial Report:*	
	Station/Branch Copies	2
	Clerk Copies	(1)
1481	*Register of Checks Drawn on Symbol 9500*	4
1538	*Receipt for Post Office Box/Caller Service Fees*	4
1551	*Accountbook for CAG A—J Offices*	5
1552	*Accountbook for CAG K&L Offices*	5
1553	*Statement of Account CAG K&L Offices*	4
1554	*Statement of Account CAG H&J Offices*	4
1555	*Statement of Account CAG A—G Offices*	4
1556	*Suspense Items Support Information*	4
1558–1&2	*Daily Financial Statement*	5
1621	*Carrier's Route Report*	2
1813	*Late Leaving and Returning Report—First Carrier Delivery Trip*	2
1838	*Carrier's Count of Mail—Letter Carrier Routes*	2
1838–A	*Carrier's Count of Mail—Parcel Post and Combination Services Worksheet*	2
1838–B	*Parcel Post Firm Delivery Worksheet*	2
1838–C	*Carrier's Count of Mail—Letter Carrier Routes Worksheet*	2
1839	*Payment Record for Carrier Drive-out Agreements*	4
1840	*Summary of Count and Inspection of Letter Carrier Route*	2
1846	*Quarterly List of Money Orders Issued*	2
3036	*Record of Stamp Stock Requisitions*	[2] 2
3083	*Trust Accounts Receipts and Withdrawals*	2
3220	*Claim for Stamped Envelope Discount*	4
3501	*Application for Second-Class Mail Privileges*	[3] 3
3501–A	*Application to Mail Publications at Second-Class Rates*	[3] 3
3502	*Application for Second-Class Mail Privileges*	[3] 3
3503	*Record of Deposits Made While Second-Class Application Is Pending*	[2] 2
3511	*Application for Second-Class (Requester) Mail Privileges*	[3] 3
3526	*Statement of Ownership, Management and Circulation*	5
3533	*Application and Voucher for Refund of Postage and Fees*	4
3541	*Statement of Mailing—2nd-Class Pubs Except Requester Pubs*	4
3541–A	*Statement of Mailing—2nd-Class/Requester Pubs*	4
3543	*Record of Second-Class Postage*	[2] 2
3544	*Post Office Receipt for Money*	4
3575	*Change of Address Order*	1½
3582–C	*Postage Due Invoice*	4
3584	*Postage Due Log*	4
3601	*Application to Mail Without Affixing Postage Stamps*	[3] 3
3601–A	*Application for a Postage Meter License*	[2] 1
3602	*Statement of Mailing With Permit Imprints*	4
3602–PC	*Statement of Mailing—Bulk Rates*	4
3602–PO	*Postage Collected Through Post Office Meter*	4

Retention Periods for Post Office Forms—Continued

Form No.	Title	Retention period (years)
3603	*Receipt for Postage Meter Settings*	4
3605	*Statement of Mailing—Bulk Zone Rates*	4
3607	*Weighing and Dispatch Certificate*	2
3609	*Record of Permit Imprint Mailings*	[2] 2
3609–PO	*Control for Post Office Meter*	[2] 2
3610	*Record of Postage Meter Settings*	[2] 2
3614	*Application to Distribute Business Reply Cards, Envelopes, Cartons and Labels*	[2] 3
3618	*Local Setting of Postage Meter Licensed at Another Office*	2
3620	*Application for Permit to Use Precanceled Stamps or Government Precanceled Stamped Envelopes*	[2] 3
3624	*Application to Mail at Special Bulk Third-Class Rates*	[2] 3
3625	*Merchandise Return Permit Application*	[2] 3
3806	*Receipt for Registered Mail*	2
3814	*Record of COD Parcels Held for Delivery*	2
3814–C	*Recording & Checking COD Parcels & Funds at Post Offices With 190—949 Revenue Units*	2
3816	*COD Article Tag—Delivery Employee & Mailing Office Coupon—Mailer's Receipt*	2
3821	*Bulk Receipt for COD Mail and Funds*	2
3822	*COD Tag Transmittal*	2
3830–A	*Registry Dispatch Record*	2
3849–A	*Delivery Notice or Receipt*	2
3849–B	*Delivery Reminder or Receipt*	2
3850	*Record of Delivered Register, Numbered Insured, Certified, and COD Mail*	2
3854	*Manifold Registry Dispatch Book*	2
3867	*Registered, Express Mail and Certified Matter Received for Delivery*	2
3868	*Carrier's Clearance Receipt*	2
3877	*Firm Mailing Book for Registered, Insured, COD, Certified, and Express Mail*	2
3883	*Firm Delivery Book for Registered, Certified, and Numbered Insured Mail*	2
3883–A	*Firm Delivery Receipt*	2
3958	*Main Stock (or Unit Reserve Stock) Transaction Record*	2
3959	*Daily Recap—Stamp Stock Transactions*	4
3996	*Carrier—Auxiliary Control*	2
3997	*Unit Daily Record*	2
3998	*Unit Summary of City Delivery Routes*	2
3999	*Inspection of Letter Carrier Routes*	2
3999–A	*Record of Deliveries—Worksheet*	2
4003	*Official Rural Route Description*	[3] 3
4003–A	*Official Rural Route Description, Continuation Sheet*	[3] 3
4024	*Request to Repair Roads*	1
4027	*Petition for Change in Rural Delivery*	1
4239	*Count of Mail (Rural Route)*	([4])
4240	*Rural Carrier Trip Report*	3
4241	*Rural Delivery Statistics Report*	([4])
4241–A	*Rural Route Evaluation*	([4])
4248	*Rural Route Inspection Report*	2
4314–A	*Consumer Service Card (Spanish)*	[5] 1
4314–C	*Consumer Service Card*	[5] 1
6349	*Issued Money Order Sales Record*	2
	Money Order Tapes	2

[1] Until next audit of accountability.
[2] After revocation or cancellation of a permit, closing of an account, closing of a Post Office Box/Caller Service, or when the form is completely filled.
[3] Retain permanently, unless a route is absorbed by other routes or is converted to city delivery, then retain for 3 years.
[4] Until superseded and replaced by a new count.
[5] After problem resolution.

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/city	Names covered	Product
WI, Schofield 54476–0267	Business Opportunities, Independent Association of Commission Mailers, P.O. Box 267.	An envelope stuffing program.

—Judicial Officer, 1–2–86.

DMM Revision

Postage Meter Licenses

Effective immediately, the DOMESTIC MAIL MANUAL (DMM) 144 is amended to provide guidance and appeal procedures for postmaster disapprovals of postage meter license applications, as follows:

144 Postage Meters and Meter Stamps

* * * * *

144.2 Meter License

.21 Application

.211 Procedures. A customer may obtain a license to use a postage meter by submitting Form 3601–A, *Application for a Postage Meter License* (or a form supplied by the manufacturer containing the same information and format), to the post office where the metered mail will be deposited. No fee is charged. On approval, the postmaster will issue a license.

.212 Refusing to Issue a Meter License. A postmaster may refuse to issue a meter license under any of the following circumstances:

a. The customer has submitted a falsified application for a license.

b. Within five years immediately preceding submission of the application, the customer violated a regulation relating to the care or use of a meter, resulting in revocation of a meter license.

c. There is substantial reason to believe that the meter will be used in violation of the regulations governing the use of postage meters.

.213 Notification of Refusal to Issue. When a postmaster refuses to issue a meter license pursuant to 144.212, the postmaster will notify the customer in writing, stating the reason.

.214 Appeal Procedures. To appeal the refusal to issue a meter license, a customer must file a written statement of objection within 10 days after notification. The appeal will be sent to the Office of Mail Classification, Washington, DC 20260–5360, for resolution. The Office of Mail Classification will notify the customer of the decision through the postmaster. The postmaster will note the date of the decision on the appeal on the Form 3601–A. Where the refusal to issue a license is sustained by the Office of Mail Classification, a copy of the decision will be retained for a year.

These changes will be incorporated into a future revision to the DMM.

—Rates & Classification Dept., 1–2–86.

P–11 Revision

Reassignment-Conversion to Career, Nature of Action Code (NOA) 928

This article defines NOA Code 928. This code was mentioned in POSTAL BULLETIN 21539 dated November 7, 1985; however, the detailed description was erroneously omitted.

The following changes to Chapter 6 of Handbook P–11, *Personnel Operations,* are effective immediately.

Revise section 614.7, Reassignment CAO Changes, to include the following:

* * * * *

.715 Reassignment-Conversion to Career (Code 928). Reassignment of a noncareer employee to a career position *with a change in finance number.* This action covers the conversion of all noncareer type appointments to career positions, i.e., casuals, temporaries, substitute rural carriers, auxiliary rural carriers, rural carrier reliefs, and temporary postmasters [designation 58/9].

Note: It does not cover the conversion of a postmaster relief/leave replacement (PMR/LR). These individuals should be terminated and then rehired as a career employee.

In the remarks section of the Reassignment-Conversion to Career in the Form 50, indicate whether the conversion was based on noncompetitive selection or selection from a hiring worksheet. If the latter is true, list the hiring worksheet number and date.

—Employee Relations Dept., 1–2–86.

This Office
Will Be Closed
Martin Luther King, Jr.'s
Birthday
January 20, 1986

This Office

Will Be Closed

Martin Luther King, Jr.'s

Birthday

January 20, 1986

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21546 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
269 942 9300 to 9999
269 943 0000 to 0999
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
274 609 4285 to 4299
274 990 9045 to 9099
275 628 6344 to 6399
276 540 8653 to 8699
277 138 2424 to 2499
277 182 3933 to 3999
277 579 5683 to 5699
278 329 7023 to 7099
278 329 7119 to 7199
278 364 7000 to 7099
278 965 4400 to 4499
278 965 4900 to 4917
278 965 5300 to 5499
279 022 5467 to 5499
279 083 2729 to 2799
279 256 2135 to 2199
279 436 9365 to 9399
279 795 6200 to 6399
279 941 8435 to 8499
280 255 8618 to 8647
280 261 3139 to 3199
280 340 7356 to 7899
280 619 5719 to 5732
281 104 4550 to 4599
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 566 7600 to 7699
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 412 9028 to 9099
348 535 1703 to 1728
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
364 467 6102 to 6199
366 772 6702 to 6799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST CLASS

OFFICIAL POSTAL USE	PUBLIC USE
1. Requisitions **a. Single Issues.** Send Form 7380 to your area supply center. **b. Quantity Changes.** Complete information below and return entire page, with PB address label, to: Document Control Division, IRM, USPS Headquarters, Washington, DC 20260–1571. **2. Address Changes.** Same as 1b.	**1. Requisitions** **a. Single Issues.** Complete information below and return entire page, with PB address label, and check or money order for $1.50 each (payable to Superintendent of Documents), to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402–0001. Order Desk (202) 783–3238 **b. Subscription.** Same as 1a. Cost is $71.00 for a 12-month subscription. **2. Address Changes.** Same as 1a.

PLEASE BE SURE PB ADDRESS LABEL IS ATTACHED WHEN RETURNING FORM.

MasterCard and VISA accepted.

Credit Card No.

Expiration Date
Month/Year

Postal Facility, Company, or Personal Name

Additional Address/Attention Line

Street Address

City | State | ZIP + 4 Code

(or) Country

Please Print

Customer's Telephone No.'s
Area Code Home Area Code Office

Old Quantity _____

New Quantity _____

Signature of Designated Approving Manager

Effective Period: *Postal Bulletin articles are effective for one year unless otherwise specified.* **Schedule:** The Bulletin is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260–1571. **Distribution:** USPS distributes the Bulletin to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of Bulletin articles appears early in the months of January, April, July, and October; a yearly index appears early the following year.

21548

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21548—January 9, 1986—24 Pages

Message From the Assistant Postmaster General

USPS Seatbelt Use Incentive

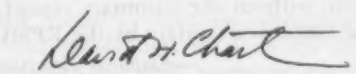
Each year up to twelve postal employees will lose their lives and up to 1,500 will be needlessly injured in on-the-job motor vehicle accidents.

These are tragic statistics. But even more tragic is the fact that probably half of these deaths and up to 65 percent of the serious injuries could be avoided if *all* postal drivers wore their seatbelts at all times while driving. In fact, of the 20 employees killed in vehicle accidents during the past three years, 19 were *not* wearing their seatbelts.

I am so strongly convinced that the use of seatbelts can prevent injuries and deaths that the Postal Service is implementing the following policy, effective this date:

$10,000 will be paid to the estate of *any* postal employee who, while in a pay-duty status, suffers fatal injuries as the result of a job-related motor vehicle accident while wearing seatbelts.

With approximately a quarter million postal drivers on the nation's streets and highways every day, I cannot overemphasize the importance of seatbelt use to our organization. I urge each of you to wear your seatbelt every time you get behind the wheel; not simply because it is a requirement of your job, but because your families and loved ones deserve you alive and whole.



DAVID H. CHARTERS,
Assistant Postmaster General.

33-Cent AMERIPEX Postal Card

The 33-Cent AMERIPEX International Airmail postal card will be placed on sale February 1, 1986, in Chicago, IL. This multicolor postal card features a stylized view of the Chicago skyline.

Do Not Sell Before February 3, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Collector information is on page 17.

Supply. An automatic distribution will be made to those post offices with philatelic centers only. All other post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand. Post offices with 950 or more units requiring bulk quantities should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities,* to the Government Printing Office using *Item No.* **223.** All other post offices should immediately order from their Stamp Distribution Offices using Form 17A, *Accounting Items Requisition from Stamp Distribution Office.*

—Customer Services Dept., 1-9-86.

SAFETY IS NO ACCIDENT

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Pl. 3:

22-Cent Sojourner Truth Commemorative Stamp

The 22-Cent Sojourner Truth commemorative postage stamp will be placed on sale February 4, 1986, in New Paltz, NY. Sojourner Truth, a human right activitist, was considered one of the greatest orators of her time and was known for her ability to control an audience with few words. Numerous newspapers, journals and magazines wrote of her travels and lectures, bringing worldwide fame for her stance on slavery, temperance, penal reform and women's rights.

This is the 16th stamp to be printed by a private firm under the terms of a contract awarded by the Postal Service on September 8, 1983, and the 23rd printed by that firm since 1979.

Do Not Sell Before February 5, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 50.
Collector information is on page 19.

Supply. All post offices will receive their standard automatic distribution quantities for a 50-subject commemorative stamp. *Supplemental requisitions will not be honored at the Bureau of Engraving and Printing for item* ***402.***

Stamp distribution offices requiring additional stamps may order them from their Regional Accountable Paper Depositories using separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.* Limited quantities of this stamp will be shipped to Regional Accountable Paper Depositories for filling supplemental orders. All other post offices requiring additional stamps should immediately requisition them from their stamp distribution offices on separate Forms 17A.

Before requisitioning additional stock, consider that the stock should be depleted prior to April 4, 1986, at all post office outlets except authorized philatelic centers.

—Customer Services Dept., 1–9–86.

ELM Revision

USPS Seatbelt Use Incentive Program

The EMPLOYEE AND LABOR RELATIONS MANUAL (ELM), Subchapter 840, Safety Awareness Programs, is revised to incorporate the following addition. Pen and ink changes should be made accordingly. This policy will remain effective until such time as it can be included in a future reprint of the ELM.

844 SEATBELT USE INCENTIVE

844.1 Policy

$10,000 will be paid to the estate of any postal employee who, while in a pay-duty status, sustains fatal injuries as the result of a job-related motor vehicle accident while wearing seatbelts.

844.2 Determination

It is the responsibility of the management investigative board, as described in 823.11, to determine and document whether or not an employee was wearing seatbelts at the time of the accident. Such determination shall be based on, but not limited to, postal and/or police accident investigative reports, autopsy reports, and/or interviews with witnesses, ambulance attendants, police, or attending medical/hospital personnel. For purposes of this incentive program, where a determination and documentation cannot be made or is conflicting, it will be assumed that the employee *was* wearing a seatbelt.

844.3 Payment

Upon receipt of the Board's final investigative report, the Regional Postmaster General will notify the appropriate Postal Data Center, via memorandum, that payment should be generated to the employee's estate. Included with the memorandum is a copy of the Board's investigative report summary. A copy of the memorandum, without the summary report, is also sent to the employee's estate by the RPMG.

—Employee Relations Dept., 1–9–86.

DMM Revision

APO/FPO Mailing Restrictions

Please make the following changes to DOMESTIC MAIL MANUAL (DMM) Exhibit 125.2, *Conditions Applied to Mail Addressed to Military Post Offices Overseas:*

APO/FPO **34023.** Effective immediately, active with mailing restrictions B–M–N.

APO/FPO **96689.** Effective immediately, active with no mailing restrictions.

All acceptance units must be notified of these changes which will be incorporated into a future revision to the DMM.

—Mail Processing Dept., 1–9–86.

DMM Revision

MERCHANDISE RETURN SERVICE FOR FEDERAL AGENCIES

Effective January 2, 1986, DOMESTIC MAIL MANUAL (DMM) 137.276a and 137.276f are revised and 137.276h is added to permit federal agencies to use merchandise return service. Merchandise return service provides a means by which a parcel can be returned to a federal agency with postage paid by the agency. The revisions also provide agencies an alternative to First-Class Business Reply rates when paying postage on returned parcels.

The DMM is revised as follows:

137 Official Mail

* * * * *

137.2 Penalty Mail—Executive and Judicial Officers

* * * * *

.27 Penalty Mail Indicia Formats

* * * * *

.276 Penalty Reply Mail

a. Restriction to Approved Formats. Agencies may distribute penalty envelopes, cards, cartons, or labels to any person, concern, or organization from whom or through whom official matter is desired by:

(1) Using the penalty business reply format provided by 137.276g.

(2) Using the penalty metered reply format provided by 137.276d.

(3) Affixing penalty mail adhesive stamps or using penalty mail stamped stationery as provided in 137.276e.

(4) Using the penalty merchandise return label as provided in 137.267h.

(5) Following the special services reply procedures in 137.267f.

Note: Standard penalty indicium envelopes, cards, cartons, and labels described in 137.272 may not be distributed for reply purposes except as provided in 137.276f, or when used to return matter to the Bureau of Census as provided in 137.276b.

* * * * *

f. Penalty Special Services Reply Mail. Agencies may distribute penalty envelopes, cards, cartons or labels for return with a special service, by using the standard penalty indicium format in 137.272a. Prior written approval is required from the Manager, Official Mail Accounting Branch. *Exception:* An authorized merchandise return permit holder may have merchandise return matter insured in accordance with 137.276h(4). Requests to use this procedure must be submitted in writing to the Manager, Official Mail Accounting Branch, Room 8621, Department of the Controller, USPS Headquarters, Washington, DC 20260–5215. Such requests must include:

(1) The service desired.

(2) The post offices to which the mail will be returned.

(3) The proposed procedures to determine actual volume and postage due. Return envelopes, cards, cartons, or labels distributed under this provision must have the desired special service preprinted on them.

* * * * *

h. Penalty Merchandise Return

(1) *Description.* Merchandise return service allows a merchandise return permit holder to authorize individuals and organizations to send First-Class (Priority), third-, and fourth-class parcels to the permit holder. The permit holder pays the return postage and fees (see 919).

(2) *Application*

(a) An agency must apply by letter to the Manager, Official Mail Accounting Branch, for authorization to use merchandise return labels. A single permit number will be assigned to each agency unless the agency requests multiple numbers.

(b) An agency authorized to use merchandise return service must submit Form 3625, *Merchandise Return Permit Application,* with a copy of the authorization letter from the Manager, Official Mail Accounting Branch, to each post office where parcels will be returned. In addition, the agency must furnish the local post office the name, address, and telephone number of a contact person for the agency.

(c) The agency must renew the license by December 31 each year by providing the post office with a renewal request letter that contains up-to-date local contact information for the agency and the annual fee payment in accordance with 137.276h(5)(c).

(3) *Label Format.* The one-part merchandise return label available for use by Federal Government agencies (see Exhibit 137.276h(3)) must bear the address of one of the authorized agencies listed in 137.252 or one of their components. The label must be printed in the format required by 919.4 with the following exceptions:

(a) The phrases *Official Business* and *Penalty for Private Use, $300* must be printed immediately below the return address and above the class of service requested in the upper left corner of the label.

(b) The name of the post office required to appear in the *Merchandise Return Label* legend must be the same as the post office to which the matter has been authorized to be returned.

(4) *Special Services—Insurance*

(a) *Only the permit holder may request that the mailpiece be insured.*

(b) Indemnity under penalty mail merchandise return is limited to $50. Items requiring insurance greater than $50 may not be mailed under the Penalty Mail Merchandise Return procedures.

(c) Items requiring insurance must have the following information preprinted on the merchandise return label. It may not be typewritten, handwritten or rubber stamped.

Insurance Desired by Shipper $(value)

(5) *Payment of Postage and Fees*

(a) Agencies will be charged an annual merchandise return permit fee of $50 for each post office where merchandise return matter is returned.

(b) The amount to be paid for penalty mail merchandise return matter is the appropriate postage for the class of service requested plus a fee of 30 cents per parcel. The insurance fee is additional where applicable.

(c) Postage and fees including the annual permit fee will be paid either by postage meter strip, penalty mail stamps, or cash to the post office(s) authorized to process merchandise return matter.

(6) *Cancellation of Permit.* A permit may be cancelled by the Manager, Official Mail Accounting Branch for any violation of postal regulations including:

(a) Refusal to accept and pay the required charges for merchandise return offered for delivery.

(b) Distributing merchandise return labels which do not conform to Postal Service specifications.

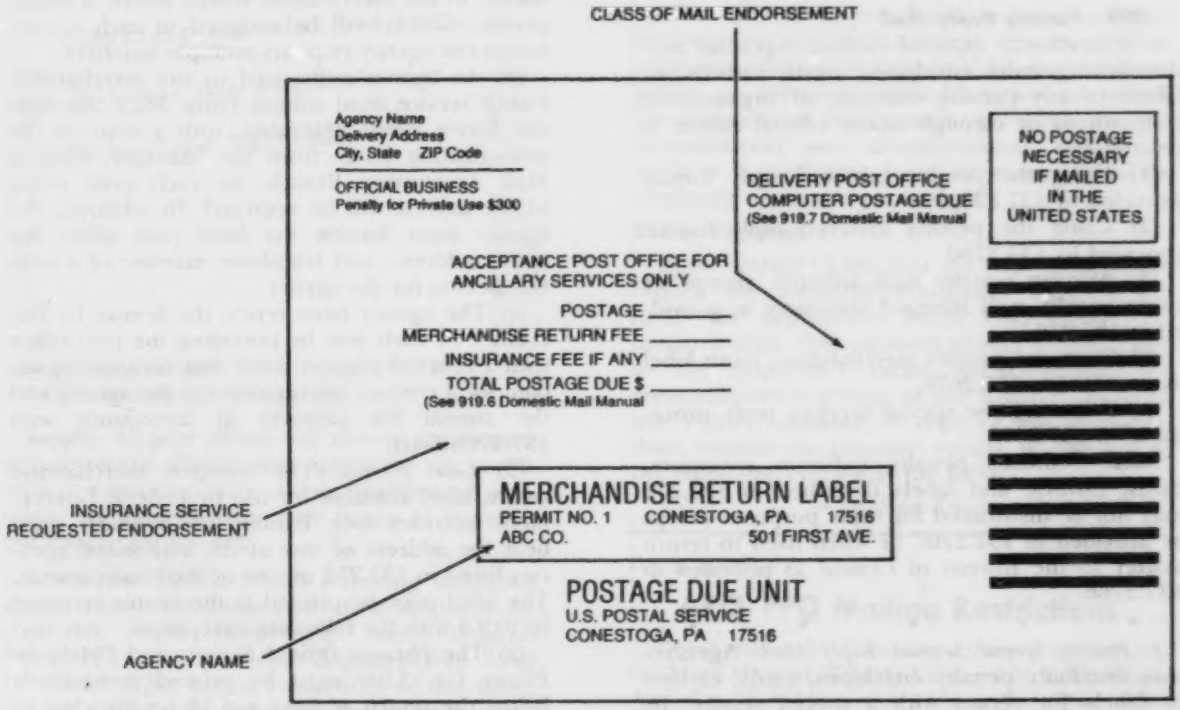
(c) Failure to renew permit in accordance with 137.276h(2)(c).

(7) *Receipt of Parcels After Cancellation of Permit.* When a permit is cancelled, parcels received after the cancellation will be treated in accordance with 919.233a and 919.233b.

These changes will be incorporated into a future revision to the DMM.

—Dept. of the Controller, 1–9–86.

Exhibit 137.276h(3)



Insurance claims may be filed at any post office, branch, or station. They do not have to be filed at the office of mailing or the office of address.

Addres. Quality Improvement

THE BUSINESS JOURNAL—FORM 3579, UNDELIVERABLE 2nd, 3rd, 4th CLASS MATTER

The *Business Journal* is a second class, localized newspaper serving many cities around the country. The heading format of this paper is usually done in blue type stating, "The Business Journal." Under this heading in black type is the line "Serving ————," the city of publication. Samples are shown on Pages 9 thru 11 of this POSTAL BULLETIN.

Offices involved in providing (PS Form 3579) address correction information for undeliverable mail pieces are returning the information, in many instances, to the wrong city of publication. Improving the quality of addressing on mail before it enters the mailstream is essential. Taking greater care to insure vital address change information is promptly and accurately communicated to our customers is a critical link in this quality improvement effort.

Offices involved in providing address correction for the *Business Journal* must carefully review the publisher's identification statement in the publication to obtain the correct mailing address for return of PS Form 3579.

—Delivery Services Dept., 1-9-86.

COD Returns

Many post offices are not returning unclaimed or refused COD articles in accordance with prescribed COD retention periods. Section 914.52 of the DOMESTIC MAIL MANUAL provides that "If the article is not called for or its redelivery requested, it will be returned at the expiration of the period stated by the sender, or after 30 days if no period is stated." *Refused articles must be returned immediately.* Adherence to these time frames can result in substantial savings to the Postal Service by reducing the number of unnecessary claims which are filed. In addition, many post offices are also improperly completing COD money orders. All COD money orders must show the COD number and the name and address of the mailer and the addressee. Failure to properly complete COD money orders inhibits the mailer's ability to reconcile accounts and, again, results in unnecessary claims being filed. All post offices should review their COD procedures to ensure that these articles and money orders are correctly handled.—*Rates & Classification Dept., 1-9-86.*

Advance Sick Leave

All installation heads are reminded that regulations governing advance sick leave provide for authorization only when "there is reason to believe the employee will return to duty." It has come to our attention that some installation heads are approving advance sick leave requests for employees who have already submitted applications for disability retirement. Once an individual has applied for disability retirement, it is highly unlikely that the individual will return to duty for a period sufficient to repay the sick leave they have been advanced.

Further, when an employee separates from the Service due to disability, no collection is made for unearned leave. Therefore, the advanced sick leave becomes an expense to the Postal Service.

Installation heads should carefully review the regulations contained in the Employee and Labor Relations Manual (ELM), Section 513.5, concerning Advance Sick Leave, prior to approving any requests.—*Employee Relations Dept., 1-9-86.*

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

ASM Revision

Inspection Service Access to Records

Administrative Support Manual (ASM) 211.3 is being added. This section defines the Inspection Service's authority to inspect Postal Service documents containing information which relates to matters over which the Inspection Service has investigative responsibility. ASM 211.32 restricts the distribution of such information to persons having a need for it in the performance of their official duties. The provisions of this section are consistent with existing practice.

211 Authority

* * * * *

211.3 Access to Records

.31 Except as provided by 211.33, the Inspection Service is authorized to have access to all records and documents of possible relevance to an official investigation or audit whether they are in the custody of the Postal Service or otherwise available to the Postal Service by law, contract, or regulation. This includes information concerning mail sent or received by a particular customer.

.32 Information obtained under 211.31 may be disclosed to other postal employees who have a need for such information in the performance of their duties, or to any Federal, State, or local government agency, or unit thereof, which has a need for such information in exercising its responsibility for enforcing civil, administrative, or criminal laws. Any such disclosure must be consistent with Postal Service privacy regulations (see ASM 353).

.33 Exceptions to this policy are:

a. For information from the covers of mail, see ASM 213. For dead mail information, see DOMESTIC MAIL MANUAL 115 and 159.

b. For access to employee restricted medical records and Employee Assistance Program records, see Chapter 2 of Handbook EL–806, *Health and Medical Service,* and EMPLOYEE AND LABOR RELATIONS MANUAL 870.

c. For access to an employee's Form 2417, *Confidential Statement of Employment and Financial Interest or Financial Disclosure Report,* see respectively EMPLOYEE AND LABOR RELATIONS MANUAL 662.4 or 39 Code of Federal Regulations §447.42(e)(2).

These changes will be incorporated in the next ASM Revision.—*Inspection Service, 1–9–86.*

Modification Work Orders

From June 8, 1985, through December 20, 1985, the following Modification Work Orders were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Date	Subject
MWO–25–85	06/07/85	Security Cart Modification—Cumberland Corp. Model 9631–ECBD #85–E086
MWO–26–85	08/06/85	General Purpose Mail Container Upper Shelf Latch Spring Replacement, ECBD #84–E078
MWO–27–85	08/12/85	Burroughs SPLSM Restart Modification; ECBD #84–E144
MWO–28–85	09/03/85	Con-Con Container Modification Kit
MWO–29–85	09/03/85	Requirement Item 1923–D Security Cart Modification, Cumberland Corp. Model 9631—ECBD #85–E086
MWO–30–85	10/11/85	Pitney Bowes OCR/CS Stacker End Plate Design—ECBD #85–E070
MWO–31–85	09/16/85	Modification to Pitney Bowes OCR/CS VTU-Board—ECBD #85–E176
MWO–32–85	09/25/85	M–36 Idler Pulley, Canceller Drive Deck Modification; ECBD #85–E060
MWO–33–85	09/26/85	Hamper-Dumper ECBD #84–E156; Models VIII–B and VIII–M
MWO–34–85	09/17/85	Keyer Mode Selection Relays
MWO–35–85	09/25/85	Modification to Pitney Bowes OCR/CS VTU Board—ECBD #85–E176
MWO–36–85	10/18/85	Screw-On Infrared Filter for Pitney Bowes OCR/CS (ECBD #85–E240)
MWO–37–85	10/25/85	Bell & Howell RA–9 Bar Code Sorter Conveyor Power Hook-Up Assembly K2 Relay Replenishment ECBD #85–E079
MWO–38–85	11/18/85	Pitney Bowes OCR/CS IJP Letter Shield ECBD #84–E106
MWO–39–85	11/19/85	Ink Roller Arm Spacer Modification for Mark II/MCMII Facer Cancelers, ECBD #85–E120
MWO–40–85	11/19/85	Burroughs SPLSM—Cancellation of MWO–27–85, per ECBD #E144–R1
MWO–41–85	11/29/85	MPFSM 775 Feed Table Travel Limit Bar Pinning, ECBD #85–E187
MWO–42–85	12/09/85	PB/OCR; Modification to Stackers, Removing Bin Ready Sensors; ECBD #85–E064
MWO–43–85	12/09/85	ZDL–1 Modification to ZMT/Microkey, ECBD #86–E057

—Engineering & Technical Support Dept., 1–9–86.

Pile sacks evenly to avoid damage and to conserve space

MAINTENANCE BULLETINS

From June 8, 1985, through December 20, 1985, the following Maintenance Bulletins were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Date	Subject
MMO–44–85	06/21/85	Revised Maintenance Criteria for Bell & Howell RA–9 Bar Code Sorter (BCS)
MMO–45–85	07/11/85	NDCBU Concrete Base Designs
MMO–46–85	07/15/85	Hourly Rates for Maintenance
MMO–47–85	07/19/85	Revision of PS Form 4835, Repair and Alteration Inspection Report
MMO–48–85	07/31/85	Update to CFS Printed Circuit Board Jumpers (MMO–3–83)
MMO–49–85	08/01/85	New EZR Display Terminal ("250 Buy")
MMO–50–85	10/04/85	Master Index of Effective MMOs, MWOs, and SMOs
MMO–51–85	08/02/85	MPFSM 775 Circuit Breakers
MMO–52–85	08/08/85	New EZR Disk Drive ("250 Buy")
MMO–53–85	08/12/85	Possible Safety Deficiency in Model 21–CE–64, 21–CE–72, and PCM 21 Commodity Vendors
MMO–54–85	09/04/85	Telephone Numbers for MTSC
MMO–55–85	09/05/85	Basic Tool List for Automation (OCR/CS, BCS, FSM, etc.)
MMO–56–85	09/05/85	MPLSM Main Drive Motor
MMO–57–85	09/06/85	General Monitoring System Maintenance GMS II Checklist
MMO–58–85	09/16/85	Material Safety Data Sheet Database
MMO–59–85	09/17/85	Safe Handling of Refrigerant Gas and Refrigerant Containers
MMO–60–85	10/25/85	Transformers with Polychlorinated Diphenyls (PCBs)
MMO–61–85	10/10/85	Repair Parts Information for Postal Booklet Machine PBM – 1 (OPAL)
MMO–62–85	09/20/85	Update/Clarification to MMO–24–85, Interim Maintenance Criteria for Model 775 MPFSM
MMO–63–85	09/20/85	Safety Modifications to Equipment
MMO–64–85	09/25/85	Model 89 Portable Conveyor MWO–8–83 ECBD #85–E069
MMO–65–85	10/04/85	Addenda to MMO–23–85, Names and Duty Stations of USPS Certified Elevator; Low Pressure Boiler and Unfired Pressure Vessel Inspectors
MMO–66–85	11/04/85	PSDS Regional Technical Support and Replacement Alphanumeric Procedures
MMO–67–85	10/09/85	Telephone Numbers for MTSC
MMO–68–85	10/16/85	Repair Parts Information for Automated Dispatch Registered Mail (ADSRM)
MMO–69–85	11/01/85	Lubrication Specifications
MMO–70–85	10/28/85	Adjustable Platform Stools (Item 53 in Publication 47)
MMO–71–85	10/28/85	Mail Jams in Collection Boxes
MMO–72–85	10/28/85	Inspection of Artwork in Postal Facilities
MMO–73–85	11/18/85	Sharp Edges on OTR Loading Door Frame
MMO–74–85	11/19/85	Low Pressure Heating Boiler Logs PS Forms 4846 and 4846A
MMO–75–85	12/10/85	Safety During Boiler Repair and Inspection
MMO–76–85	12/10/85	Warranty and Maint Information for Phase I Integrated Retail Terminals (IRTs)
MMO–77–85	12/11/85	Scale Charts (Overlays) for Triner 70 Pound Mechanical Fan Scales
MMO–78–85	12/11/85	Replacement of CCU Backplanes (OEM 242867) on EZR Kits Numbered 001 through 150
MMO–79–85	12/11/85	Fluorescent and Phosphorescent Indicia Recognition Test Cards for Facer-Cancelers (Mark I, MCM II, and M–36)

—Engineering & Technical Support Dept., 1–9–86.

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
AR, W. Memphis 72301–3910.	Christway Financial Associates, 222 West Bond Street.	An employment offer.
MS, Olive Branch 38654–0430.	South Central Service System, P.O. Box 430	An employment offer.
MS, Southaven 38671–0746	Christway Financial Associates, Box 746	An employment offer.
NC, Asheville 28815–9565	Intercol, P.O. Box 9565	An offering of all expense paid ocean cruises.
NC, Asheville 28815–9565	Intercol, P.O. Box 9565	Materials offering prizes with a value of $4000.00.

—Judicial Officer, 1–9–86.

IMM Revision

International Mail—Perishable Biological Materials to France

Effective immediately, France will admit perishable biological substance, infectious and non-infectious when addressed to the following laboratories:

1. Pasteur Institute
   25 rue du docteur Roux
   75724 Paris CEDEX 14
   FRANCE
2. Pasteur Institute
   1 rue du Professeur Calmette
   59019 Lille CEDEX BB 245
   FRANCE
3. Pasteur Institute
   77 rue Pasteur
   69365 Lyon CEDEX
   FRANCE

The Prohibitions and Restrictions for France in the Individual Country Listing of the INTERNATIONAL MAIL MANUAL (IMM) will be amended to reflect this information.

Mailings of perishable biological materials require prior approval and the item must bear special labels furnished by the Postal Service. Acceptance, authorization, labeling, and packing requirements are contained in 137, IMM.

—Rates & Classification Dept., 1–9–86.

Software Modification Work Orders

From June 8, 1985, through December 20, 1985, the following Software Modification Work Orders were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Date	Subject
SMO–09–85	07/10/85	Computer Forwarding System (CFS) ECBD #85–S155 Software Release M5.01
SMO–10–85	07/22/85	Burroughs OCR/CS—ECBD #85–S127 Revision 85.1 Software
SMO–11–85	08/27/85	Bell & Howell Bar Code Sorter Version 2.1 Scheme Maintenance Diskette, ECBD #85–E179
SMO–12–85	09/17/85	Bulk Mail Center (PCS) Software Release 4.00
SMO–13–85	10/28/85	Pitney Bowes OCR/CS Software Modification ECBD #85–S175
SMO–14–85	11/19/85	Bulk Mail Center (LTAS) Software Release 7.3, ECBD #85–E159
SMO–15–85	11/19/85	Bulk Mail Center (ZCD–NMO) Software Release 1.1, ECBD #85–E159

—Engineering & Technical Support Dept., 1–9–86.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 143

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

Rangex International
P.O. Box 48666
595 Burrard Street
and
Ruth Fairfax
P.O. Box 48666
595 Burrard Street
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.*—Judicial Officer, 1–9–86.*

Distribution of Notice 262

Notice 262, *Forwarding, Return and Address Correction Procedures for Change of Address Orders,* are currently being printed and will be distributed by the contractor beginning the week of January 20, 1986.

The pamphlets will be addressed to Sectional Center Managers/Postmasters for redistribution to manual mark-up sites. They were designed to provide central mark-up clerks with a permanent and easy-to-follow reference on the new procedures. *Managers and Postmasters are to make certain that the pamphlets are immediately distributed to all central mark-up clerks.* The quantities provided should allow one copy for each CMU clerk at all manual mark-up sites and sufficient copies to be distributed to CFS sites and retail units as information.

The pamphlets are for internal use by Postal Service employees and should not be disseminated to the public. They were printed on a one-time basis and are not being stocked at Supply Centers. A small quantity will be distributed to each Regional Address Information Systems Branch.*—Delivery Services Dept., 1–9–86.*

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deleted, not available for
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$1 single copy

The Business Journal

Serving Greater Portland

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Business First

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274 Marconi Blvd., Columbus, Ohio 43215

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Please send address changes to:

Business First
274 Marconi Blvd.
P.O. Box 298
Columbus, Ohio 43216
(614) 461-4040

POST OFFICE CHANGES NUMBER 3

[Supplemental to 1985 National Five Digit ZIP Code and Post Office Directory.]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD									FPO established. For FPO mailings ship name must be included in mailing address.
NEW	056786	96689	CA	San Francisco	San Francisco	USS Missouri (BB–63) FPO 96689.	Classified Branch	2–01–86	
OLD									New ZIP Code assigned to Post Office boxes at General Mail Facility.
NEW	105000	20090	DC	Washington	DC	General Mail Facility	Post Office	12–28–85	
OLD									Change in mailing restrictions. Applicable mailing restrictions are B, M, and N. Refer to the Domestic Mail Manual Exhibit 125.2.
NEW	115850	34020	FL	Miami	Dade	APO 34020	Classified Branch	12–26–85	
OLD									Change in mailing restrictions. Applicable mailing restriction is B. Refer to the Domestic Mail Manual Exhibit 125.2.
NEW	115850	34023	FL	Miami	Dade	APO 34023	Classified Branch	12–26–85	
OLD	199867	66553	KS	Winifred	Marshall		Post Office	1–01–86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Winifred, KS 66427 as last line of address.
NEW	193212	66427	KS	Frankfort	Marshall	Winifred	Place Name	1–01–86	
OLD	201892	42034	KY	Crutchfield	Fulton		Post Office	12–17–85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Crutchfield, KY 42041 as last line of address.
NEW	202988	42041	KY	Fulton	Fulton	Crutchfield	Place Name	12–17–85	
OLD	203748	40932	KY	Himyar	Knox		Post Office	11–18–85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Himyar, KY 40906 as last line of address.
NEW	200376	40906	KY	Barbourville	Knox	Himyar	Place Name	11–18–85	
OLD	204040	42628	KY	Jabez	Russell		Post Office	11–12–85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Jabez, KY 42532 as last line of address.
NEW	202704	42532	KY	Faubush	Russell	Jabez	Place Name	11–12–85	
OLD	207700	40993	KY	Tinsley	Bell		Post Office	10–14–85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Tinsley, KY 40977 as last line of address.
NEW	206164	40977	KY	Pineville	Bell	Tinsley	Place Name	10–14–85	
OLD	247038	02554	MA	Siasconset	Nantuckett		Post Office	12–26–85	To correct the Directory of Post Offices. Saisconset was converted to a classified branch of Nantuckett, MA.
NEW	244998	02564	MA	Nantuckett	Nantuckett	Siasconset	Classified Branch	12–26–85	
OLD	266370	55958	MN	Minneiska	Winona		Post Office	12–20–85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Minneiska, MN 55910 as last line of address.
NEW	260220	55910	MN	Altura	Winona	Minneiska	Place Name	12–20–85	
OLD	305445	69353	NE	McGrew	Scotts Bluff		Post Office	1–01–86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use McGrew, NE 69353 as last line of address.
NEW	308100	69353	NE	Scottsbluff	Scotts Bluff	McGrew	Place Name	1–01–86	
OLD	339375	08890	NJ	Zarephath	Somerset		Post Office	12–01–85	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Zarephath, NJ 08890 as last line of address.
NEW	337840	08890	NJ	Somerset	Somerset	Zarephath	Place Name	12–01–85	
OLD									APO established as a mailing address only. Applicable mailing restrictions are B, C, and D. Refer to the Domestic Mail Manual Exhibit 125.2.
NEW	355825	09310	NY	New York	New York	APO 09310	Classified Branch	12–28–85	

POST OFFICE CHANGES NUMBER 3—Continued

[Supplemental to 1985 National Five Digit ZIP Code and Post Office Directory.]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD									APO established as a mailing address only. Applicable mailing restrictions are B, C, and D. Refer to the Domestic Mail Manual Exhibit 125.2
NEW	355825	09372	NY	New York	New York	APO 09372	Classified Branch	12-28-85	
OLD									APO established as a mailing address only. Applicable mailing restrictions are B, C, and D. Refer to the Domestic Mail Manual Exhibit 125.2.
NEW	355825	09373	NY	New York	New York	APO 09373	Classified Branch	12-28-85	
OLD									APO established as a mailing address only. Applicable mailing restrictions are B, C, and D. Refer to the Domestic Mail Manual Exhibit 125.2.
NEW	355825	09376	NY	New York	New York	APO 09376	Classified Branch	12-28-85	
OLD									APO established as a mailing address only. Applicable mailing restrictions are B, C, and D. Refer to the Domestic Mail Manual Exhibit 125.2.
NEW	355825	09460	NY	New York	New York	APO 09460	Classified Branch	12-28-85	
OLD									APO established as a mailing address only. Applicable mailing restrictions are B, C, and D. Refer to the Domestic Mail Manual Exhibit 125.2.
NEW	355825	09483	NY	New York	New York	APO 09483	Classified Branch	12-28-85	
OLD									APO established as a mailing address only. Applicable mailing restrictions are B, C, and D. Refer to the Domestic Mail Manual Exhibit 125.2.
NEW	355825	09657	NY	New York	New York	APO 09657	Classified Branch	12-28-85	
OLD	375808	58555	ND	Mandan	Morton	Huff	Community Post Office	12-28-85	Community Post Office converted to Place Name and parent Post Office changed. Use Huff, ND 58537 as last line of address.
NEW	373296	58537	ND	Fort Rice	Morton	Huff	Place Name	12-28-85	
OLD	377376	58774	ND	Raub	McLean		Post Office	11-12-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Raub, ND 58779 as last line of address.
NEW	377744	58779	ND	Ryder	McLean	Raub	Place Name	11-12-85	
OLD	380042	45610	OH	Addison	Gallia		Post Office	11-30-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Addison, OH 45631 as last line of address.
NEW	382933	45631	OH	Gallipolis	Gallia	Addison	Place Name	11-30-85	
OLD	380511	43715	OH	Batesville	Noble		Post Office	11-30-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Batesville, OH 43773 as last line of address.
NEW	386874	43773	OH	Quaker City	Noble	Batesville	Place Name	11-30-85	
OLD	380805	45615	OH	Blackfork	Lawrence		Post Office	11-30-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Blackfork, OH 45656 as last line of address.
NEW	386216	45656	OH	Oak Hill	Lawrence	Blackfork	Place Name	11-30-85	
OLD	382198	45726	OH	Dexter	Meigs		Post Office	11-11-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Dexter, OH 45741 as last line of address.
NEW	384270	45741	OH	Langsville	Meigs	Dexter	Place Name	11-11-85	
OLD	391034	73012	OK	Bray	Stephens		Post Office	12-01-85	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Bray, OK 73012 as last line of address.
NEW	395291	73012	OK	Marlow	Stephens	Bray	Community Post Office	12-01-85	

POST OFFICE CHANGES NUMBER 3—Continued

[Supplemental to 1985 National Five Digit ZIP Code and Post Office Directory.]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	463798	57743	SD	Hereford	Meade		Post Office	12–17–85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Hereford, SD 57785 as last line of address.
NEW	468172	57785	SD	Sturgis	Meade	Hereford	Place Name	12–17–85	
OLD	465256	57549	SD	Lucas	Gregory		Post Office	12–17–85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Lucas, SD 57525 as last line of address.
NEW	461188	57523	SD	Burke	Gregory	Lucas	Place Name	12–17–85	
OLD	465760	57463	SD	Miranda	Faulk		Post Office	12–26–85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Miranda, SD 57438 as last line of address.
NEW	462916	57438	SD	Faulkton	Faulk	Miranda	Place Name	12–26–85	
OLD	469018	57659	SD	Walker	Corson		Post Office	12–17–85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Walker, SD 57601 as last line of address.
NEW	465850	57601	SD	Mobridge	Corson	Walker	Place Name	12–17–85	

—Delivery Services Dept., 1–2–86.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21547** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

016290	107100	276213	336068	480321	601222	770359	901099	940285
018066	112088	276230	336096	482118	601380	770459	901125	941091
018107	114085	276231	336152	482151	601630	770513	901130	941116
019025	117187	277035	336344	482189	601675	770545	901131	941199
021159	117203	279014	336452	489032	605021	770810	901133	941227
021259	117223	280033	336638	495044	605076	770818	901186	941241
021297	122103	282194	336808	496030	607264	770854	901202	941246
021330	122106	288002	337005	503164	607603	773011	901235	941257
021342	152132	288003	337018	520029	607622	778004	901247	941273
021383	170073	292176	337062	528006	622040	784102	901296	941283
054018	171054	296098	372228	528010	631221	785003	901302	945233
054520	191321	296112	374087	532082	631318	785032	901321	945250
069212	191403	327067	376070	532114	631325	785040	902379	945254
069215	191426	327078	381381	532146	666062	785046	902384	945255
069234	191447	328116	393041	532152	672099	785049	917515	945257
069239	193101	328119	402202	532190	681101	787237	917517	945261
069246	196015	329029	402222	532194	701077	787264	917527	945266
071047	200412	331063	402234	532197	706035	787302	921182	946096
071472	200432	331470	403009	532215	706073	787303	921222	948026
077510	206023	331585	403011	532222	708065	790082	921298	948028
078103	206029	331586	404100	532231	711194	794010	921300	949034
086002	208055	333286	405011	532235	711195	797113	921301	950161
086003	208066	333336	405048	548001	713029	799045	921304	951145
100016	208072	333372	405050	548002	750077	799067	921318	951160
100436	209017	333373	414001	548003	750094	799078	921322	951167
100884	220063	333700	420010	549045	752027	799084	921331	951179
100889	220069	333705	423004	591051	752236	799128	921333	951188
100932	221058	333707	432069	591200	752552	799142	921334	954203
100947	221068	333713	432076	591400	760007	799143	921343	954207
101015	232002	334002	432115	598042	760228	815031	921346	972215
101131	232074	334116	432118	600003	761295	837052	921358	972227
101175	232078	334142	432129	600039	770032	841233	926595	974057
101195	232111	334169	432130	600059	770044	850327	926598	975015
101281	232113	334177	432142	600099	770071	850425	926641	981327
101309	247029	334178	441395	600102	770093	856006	926668	981349
101333	271007	335031	441405	600109	770218	871140	926745	981398
101341	271075	335033	452251	600112	770249	880016	926751	981424
101407	274086	335062	452272	600177	770258	880017	926753	981500
101491	274120	335142	452300	600211	770273	895107	928110	992093
101508	275025	335161	460001	600923	770296	900627	931069	997106
104029	275026	335560	461003	600982	770300	901016	940147	997115
104055	275052	336019	468057	601061	770301	901056	940191	
105068	276038	336025	478007	601073	770312	901066	940238	
106953	276209	336053	480305	601093	770342	901079	940267	

—Customer Services Dept., 1–9–86.

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deleted; not available for
Microfiche Edition.

AMERIPEX '86 International Airmail Postal Card

A 33-Cent International Airmail Postal Card honoring AMERIPEX '86 and featuring a stylized view of familiar features of the Chicago skyline will be issued February 1 in Chicago, Illinois, in conjunction with Chicago Philatelic Fair '86. It will go on sale nationwide the following business day.

The design of the card features a multicolor rendering of the Chicago skyline based upon a paper sculpture specially created for the design by Ray Ameijide of Peekskill, New York. This is the artist's first U.S. postal design.

The design was developed as a symbolic representation of Chicago (as viewed from Lake Michigan) and is not intended as an exact reproduction of the skyline. Because one of the most significant and historical landmarks in downtown Chicago is the Old Water Tower, it has been placed in a prominent position in the foreground. In reality, that structure is hidden among the much larger and more modern structures which characterize the Chicago skyline.

AMERIPEX '86 will take place May 22 through June 1, 1986, in Rosemont, a suburb of Chicago. AMERIPEX '86 is this decade's U.S. international philatelic exhibition. It will be the largest stamp show ever held in North America.

Release of the AMERIPEX international airmail postal card a few months in advance of the show will permit its use to promote AMERIPEX and its city, Chicago, to collectors and members of the public overseas.

Procedures for ordering first day cancellations are as follows:

Customers are encouraged to buy postal cards at local post offices. All cards must be addressed on the right side at least ⅝ of an inch up from the bottom, and peelabel return address labels are recommended for this purpose. Requests should be postmarked no later than March 3 and addressed to Customer-Provided Postal Cards, Postmaster, Chicago, IL 60607–9991. No remittance is required.

Customers are encouraged to provide an adhesive return address lable for each postal card ordered but not supplied by the customer, to eliminate the requirement for postal personnel to apply return addresses. The cost is 33 cents for each postal card requested, and personal checks will be accepted. Do not send cash. Postage stamps are unacceptable as payment. Orders should be postmarked no later than March 3 and addressed to AMERIPEX Airmail Postal Card, Postmaster, Chicago, IL 60607–9992.

After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–1
Remove after March 3

PLEASE POST ON BULLETIN BOARD

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Sojourner Truth Commemorative Stamp

A 22-Cent commemorative stamp honoring human rights activist Sojourner Truth will be issued as part of the Black Heritage Series on February 4 in New Paltz, New York. The stamp will go on sale at post offices nationwide the next business day. The design features a portrait of Sojourner Truth with a smaller image of her speaking from a lectern.

Born about 1797 in Hurley, New York, she was named Isabella and spent her early adult life in slavery. After acquiring her freedom she went to New York City to live, but found it nearly impossible to earn a suitable living. Convinced that everything she had undertaken there had proved a failure, she decided, in 1843, to change her name to Sojourner Truth and leave the city to travel and lecture because "the Spirit calls me and . . . I must go."

Later, she told friends that "the Lord gave me Sojourner, because I was to travel up an' down the land, showin' the people their sins, an' bein' a sign unto them. Afterward I told the Lord I wanted another name, 'cause everybody else had two names; and the Lord gave me Truth, because I was to declare the truth to the people."

Although Sojourner Truth was not formally educated, she was one of the greatest orators of her time, known for her ability to control an audience with a few words. Numerous newspapers, journals and magazines wrote of her travels and lectures, bringing worldwide fame for her stance on slavery, temperance, penal reform and women's rights. She remained active until her death on November 26, 1883.

Procedures for ordering first day cancellations are as follows:

Customers are encouraged to buy stamps and affix them to their own envelopes. All envelopes must be addressed on the right side at least 5/8 of an inch up from the bottom. Mail covers by March 6 to: Customer-Affixed Envelopes, Sojourner Truth Stamp, Postmaster, New Paltz, NY 12561–9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by March 6 to: Sojourner Truth Stamp, Postmaster, New Paltz, NY 12561–9992. The cost is 22 cents for each stamp requested. Personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash.

After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog,* listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–2
Remove after March 6

PLEASE POST ON BULLETIN BOARD

JANUARY 1986

Have you seen any of these children?

Danielle (Danyel) Sparpana
Born: 06/23/82
Date Missing: 11/02/85
From: Woodland, CA

Chad Thompson
Born: 08/09/74
Date Missing: 10/07/85
From: Buffalo, NY

Brenda Sue Gere
Born: 02/09/73
Date Missing: 09/19/85
From: Bothell, WA

Joseph Hurtado
Born: 01/05/73
Date Missing: 09/09/74
From: El Paso, TX

Kelly Holland, Jr.
Born: 11/17/75
Date Missing: 02/13/82
From: Larkslane, KY

Timothy Jacob "TJ" Davison
Born: 01/22/81
Date Missing: 10/10/85
From: Decatur, Illinois

Please Call the National Center for Missing and Exploited Children—
HOT LINE 1–800–843–5678

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations and branches. Please remove and discard previous versions. At their option, operators of contract postal units may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record,* a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service *only* through periodic issues of the POSTAL BULLETIN.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21547 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
269 942 9300 to 9999
269 943 0000 to 0999
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
274 609 4285 to 4299
274 990 9045 to 9099
275 628 6344 to 6399
276 540 8653 to 8699
277 138 2424 to 2499
277 182 3933 to 3999
277 579 5683 to 5699
278 329 7023 to 7099
278 329 7119 to 7199
278 364 7000 to 7099
278 965 4400 to 4499
278 965 4900 to 4917
278 965 5300 to 5499
279 022 5467 to 5499
279 083 2729 to 2799
279 256 2135 to 2199
279 436 9365 to 9399
279 795 6200 to 6399
279 941 8435 to 8499
280 255 8618 to 8647
280 261 3139 to 3199
280 340 7356 to 7899
280 619 5719 to 5732
281 104 4550 to 4599
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 566 7600 to 7699
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru 297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru 300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru 302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 412 9028 to 9099
348 535 1703 to 1728
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 851 4259 to 4299
363 853 7582 to 7799
363 855 3766 to 3778
363 861 7600 to 7899
364 467 6102 to 6199
366 772 6702 to 6799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
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POSTAGE & FEES PAID
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FIRST CLASS

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PLEASE BE SURE PB ADDRESS LABEL IS ATTACHED WHEN RETURNING FORM.

MasterCard and VISA accepted.

Credit Card No.

Expiration Date
Month/Year

Postal Facility, Company, or Personal Name

Additional Address/Attention Line

Street Address

City | State | ZIP + 4 Code

(or) Country

Please Print

Customer's Telephone No.'s
Area Code | Home | Area Code | Office

Old Quantity _____

New Quantity _____

Signature of Designated Approving Manager

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21549

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB21549—January 16, 1986—20 Pages

DMM Revision

Authorized Use of Trays for Third-Class Mail

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 667.33 and 667.43 are revised to specify that the postmaster of the accepting post office may authorize a third-class mailer to use trays when the mail inside the trays is destined for delivery within the sectional center facility (SCF) of mailing.

The DMM is revised as follows:

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DEPOSITORY 378

Chapter 6—Third-Class Mail

* * * *

667 Preparation of Bulk Rate Mailings

* * * *

667.3 Preparation Requirements for Carrier Rate Presort Level Rate

* * * * *

.33 Trays. The postmaster of the accepting post office may authorize the use of trays or other containers instead of sacks, provided:

a. All pieces are oriented and faced in the same direction.

b. The separation to individual carrier routes will be adequately maintained throughout all postal handlings.

c. The route is identified.

Note: When a mailer is authorized to use trays, the mail within the trays must be for delivery within the SCF of mailing. Trays may *not* be authorized for mail to be delivered outside the SCF area.

* * * * *

667.4 Preparation Requirements for 5-digit Presort Level Rate

* * * * *

.43 Trays. The postmaster of the accepting post office may authorize the use of trays or other containers instead of sacks, provided all pieces are oriented and faced in the same direction.

Note: When a mailer is authorized to use trays, the mail within the trays must be for delivery within the SCF of mailing. Trays may *not* be authorized for mail to be delivered outside the SCF area.

These changes will be incorporated into a future revision to the DMM.

—Rates & Classification Dept., 1–16–86.

DMM Revision

Forwarding and Return Services

POSTAL BULLETIN 21546 (12–26–85), pages 5–10, revised DOMESTIC MAIL MANUAL (DMM) 159, 492, 691, 791 and 793 in an article titled "Forwarding and Return Services". However, the entire article is reprinted on pages 5 through 10 of this bulletin so that the information can be shared with employees handling undeliverable-as-addressed mail and to clarify the following:

(a) More space is added between the entries in Exhibits 159.151 a, b, c, d, e, and f.

(b) Exhibit 159.151d, under mailer endorsement "Address Correction Requested" the USPS Action should read "No forwarding service is provided. Address correction is provided via Form 3547 or Form 3579, charge the address correction fee".

(c) Exhibit 159.151d, the title is corrected to read "Treatment of Undeliverable Third-Class Bulk Business Mail—Weighing Over 1 Ounce (Forwarded Up to 12 Months).

(d) Delete the last two sentences in 691.5.

(e) Exhibit 159.151f the footnote *** should read "The authorized abbreviation for this endorsement is *Do Not Forward—ACR—RPG.*"

(f) Exhibit 159.151e under mailer endorsement "Address Correction Requested" the USPS Action should read "No forwarding service is provided. If the mailpiece weighs one ounce or less, return the entire piece with the new address or the reason for nondelivery; charge the third-class single piece rate. Pieces over one ounce will receive an address correction notice via Form 3579 or Form 3547; charge the address correction fee.—*Delivery Services Dept., 1–16–86.*

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P1.3:

DMM Revision

Merchandise Return

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 919 is amended to allow: (1) permit holders to use names other than that appearing on the permit; and (2) omission of the, "Insurance Fee If Any", endorsement.

The DMM is revised as follows:

919 Merchandise Return

* * * * *

919.4 Format

* * * * *

.421 Preprinted Endorsements

* * * * *

.421c Add the following to the end of the paragraph, "As an alternative, permit holders may notify the issuing post office via a written authorization that a name other than that appearing on the permit will be used without printing the name of the permit holder in the endorsement. In this instance a separate permit or permit fee is not required".

.421d Add the following to the end of the Paragraph, "Note: INSURANCE FEE IF ANY" statement if optional and may be omitted.

These changes will be incorporated in a future revision of the DMM.

—Rates & Classification Dept., 1–16–86.

Printed Stamped Envelopes

We are hearing from customers that they are having difficulty in obtaining information or assistance from window clerks when attempting to order printed stamped envelopes.

Printed stamped envelopes are a source of revenue for the Postal Service, and all revenue from these envelope sales is credited each accounting period to the post office serving the customer's address. Thus, postmasters should have an interest in promoting printed stamped envelope sales to generate revenue units for their office.

Information and procedures regarding printed stamped envelopes are in the DOMESTIC MAIL MANUAL, 141.2. Postmasters and clerks are to advise and assist customers as necessary in completing Form 3203, *Printed Stamped Envelopes Order.* They also are to maintain a supply of Form 3202 of the companion business reply envelope (Item EP 1865S) available from supply centers and of Notice 18, *Printed Embossed Stamped Envelopes from the U.S. Postal Service.*

Refunds for, or replacement of, printed stamped envelope orders should be handled according to the DMM, 141.29.

—Customer Services Dept., 1–16–86.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 144

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

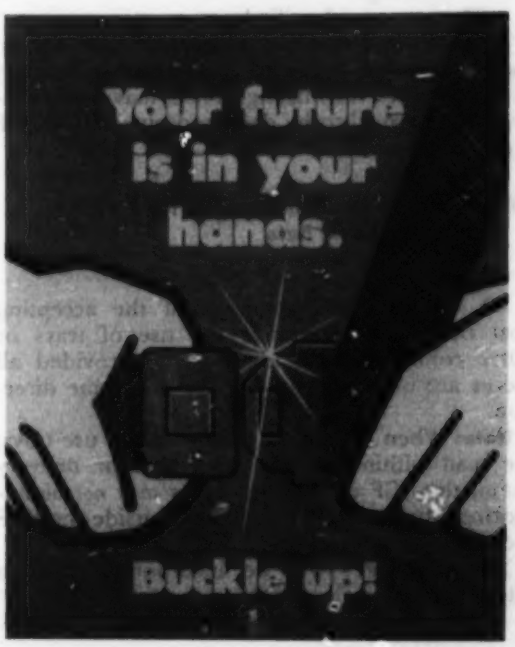
CANADA

Granger of Canada
P.O. Box 1029, Postal Station A
508 W. Hastings Street
and
Bob Kullman
P.O. Box 1029, Postal Station A
508 W. Hastings Street
Vancouver, B.C.

This 'N' That
P.O. Box 1477, Station "C"
Kitchener, Ontario

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.*—Judicial Officer, 1–16–86.*



ELM Revision

FATALITIES/SERIOUS ACCIDENT REPORTING PROCEDURES

This article contains minor revisions and deletions to subchapter 822, Fatalities/Serious Accidents, in the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM). The purpose of these revisions is to decentralize management responsibility for accident reporting and recordkeeping, and to improve the overall quality and effectiveness of this element of the safety program. All revisions are shown in italics and will be incorporated in the upcoming issue of the ELM.

822 Fatalities/Serious Accidents

822.1 Definitions For Reporting and Investigations

The term serious accident includes:

a. Any occupational accident which is fatal to one or more employees.

b. Any occupational accident which results in the hospitalization of five or more employees.

c. Any occupational illness *or disease* which results in the death of an employee.

d. Any *postal related* accident involving nonpostal persons which results in a fatality or the hospitalization of five or more persons.

e. Occupational accidents not immediately reportable but which result in the death of an employee *or nonpostal person* within 6 months of the date of the accident.

f. Any occupational injury to an employee or nonpostal person involving mutilation, amputation, or loss of vision in one or both eyes.

g. Any occupational accident involving property damage (combined postal and nonpostal) estimated to exceed $100,000.

h. Any occupational accident which results in hospitalization due to chemical exposure.

822.2 Preliminary Serious Accident Report

The installation head must report every serious accident within 24 hours through channels to the Regional Postmaster General, who must immediately report the accident to the Assistant Postmaster General, Employee Relations Department. Within 48 hours, the Office of Safety and Health, Headquarters, must report it to the Office of Federal Agency Safety and Health Programs. At a minimum, the *preliminary* report must include the following information concerning the accident:

a. Post office or facility—city, state and ZIP Code.

b. Name, title, and phone number of installation head. State whether this official is personally acquainted with the situation.

c. Brief description of accident including:

(1) Date and time of accident/death. **Note:** Make a supplementary report if a death occurs after the initial report.

(2) Accident location.

(3) Name, social security number, title, age, sex, years of service, and extent of injuries to postal employee(s).

(4) Name, age, sex, address and extent of injuries to nonpostal persons involved.

(5) Type of work employee was performing when the accident occurred.

(6) Vehicle, equipment, or property damaged (postal or nonpostal). If vehicle—make, model, and type. State whether seatbelt was used.

(7) Probable cause(s) of accident.

(8) Police charges, if any and if known.

(9) Name, title, and level of supervisor on duty.

(10) Dates and nature of safety training received by the supervisor within the last 2 years.

(11) Provide dates and nature of safety training received by the employee within the last 2 years. The only safety talks that should be listed are those relevant to the accident.

(12) Prior 5-year Postal Accident Record for the employee.

823 Investigation Boards

823.1 Fatalities

.11 Composition

.111 A job-related fatality must be investigated by a management board appointed by the RPMG. The board must be appointed within 24 hours of the accident and must include:

a. One branch (or higher unit) manager from the regional office who has a functional relationship to the activity(s) involved in the accident; this person will serve as chairman.

b. One district director who has a functional relationship to the activity(s) invloved in the accident.

c. One regional safety and health staff person.

d. One postal medical officer from the same MSC in which the accident occurred (or from the same district in which the accident occurred if there is no medical officer in the MSC) to serve as a consultant.

.112 In addition, one employee representative from the local safety and health committee, when requested by the appropriate Union, will be permitted to accompany the board in its investigation of industrial, noncriminal accidents.

.113 The Office of Safety and Health, Headquarters, may provide investigative assistance when such assistance is determined to be appropriate by the APMG, ERD.

823.2 Other Serious Accidents

.21 Composition

.211 Every serious accident other than one in-

volving an employee fatality must be investigated by a management board appointed by the district manager. The board must be appointed within 24 hours of the accident and must include:

a. One district director who has a functional relationship to the activity(s) involved in the accident; this person will serve as chairman.

b. One MSC director—from and MSC other than the one in which the accident occured—who has a functional relationship to the activity involved in the accident.

c. One regional safety and health staff person must be afforded an opportunity to participate. If there is no regional participation, *an MSC Safety Manager must be appointed to participate.*

d. One postal medical officer from the same MSC in which the accident occurred (or from the same district if there is not medical officer in the MSC) to serve as a consultant.

.212 In addition, when requested by the appropriate Union, one employee representative from the local safety and health committee will be permitted to accompany the board in its investigation of industrial, noncriminal accidents.

.213 The Office of Safety and Health, Headquarters, may provide investigative assistance when such assistance is determined to be appropriate by the Assistant Postmaster General, Employee Relations Department (APMG, ERD).

823.3 Procedures

.31 The Board. Within 15 days of appointment, the Board must submit a report of its findings and recommendations to the Regional Postmaster General (RPMG) (in the case of a fatality), or the district manager (in the case of other serious accidents), with a copy provided to the installation head.

.32 Installation Head. Within 10 days after receiving the Board's report, the installation head must forward, through channels, to the RPMG a statement describing the corrective actions taken.

.33 Region. *The original copy of the Management Investigation Review Board report will be retained at the Regional Safety and Health Branch. For fatal and catastrophic incidents only, an executive summary will be forwarded to the APMG, ERD. The summary should include at a minimum, the date/time of the incident, name and location of the installation, personnel information, a brief description of the incident, causal factors, recommendations and proposed corrective actions.*

.331 *When the Management Investigation Review Board report of findings and recommendations indicates national impact items, a complete copy of the board report must be forwarded to the APMG, ERD for review and consultation with any affected headquarters departments.*

.332 *Regions must maintain a fatal/serious accident log consistent with 29 CFR 1960.70 and .71. All fatal and serious accident logs are to be reconciled each accounting period with the National Accident Reporting System (NARS).*

.34 Upon the written request of any member of the National Joint-Labor Management Safety and Health Committee, the APMG, ERD, will release a copy of the report to that member. However, those portions of the report prohibited from disclosure by law or regulation must not be released.

823.4 Board Responsibilities

.41 Board responsibilities are to:

a. Discover the causes of the accident.

b. Make sound recommendations to prevent accident recurrence.

c. Review the quality of action taken by supervisors where the accident occurred.

.42 Use *the following* report format for the Board's findings and recommendations:

a. Detailed description of accident.

(1) Employee's relationship (location) to physical surroundings.

(2) What was the employee doing *when the accident occurred* and how was it being done?

b. Statements.

(1) Statement of employee.

(2) Statement of witness(es).

(3) Statement(s) of other person(s) interviewed.

c. Pertinent findings

(1) Did the employee do or fail to do something that contributed to the accident? Include unsafe acts, violation of safety rules, lack of knowledge, or lack of training.

(2) What did others involved do, or fail to do, that contributed to the accident?

(3) The main reason behind what was done or failed to be done that contributed to the accident.

(4) Deficiencies and unsafe or adverse conditions in the work environment that contributed to the accident.

(5) If applicable, reason for the existence of the deficiencies in the work environment.

d. Quality and type of action taken by management after the accident occurred.

(1) Immediate supervisor's investigation (See ELM 821.2 for responsibilities.)

(2) Upper-level managers (responsibilities include ensuring all other employees involved in similar work are instructed, revising work procedures or practices when required, and ensuring Board's recommendations are implemented when appropriate).

e. Actions recommended by the Board to prevent future occurrences of similar accidents.

.43 Board responsibilities and actions do not relieve those immediately involved of their responsibility for accident investigation and prevention.—*Employee Relations Dept., 1–16–86.*

DMM Revision

FORWARDING AND RETURN SERVICES

Note: The following information must be shared with all employees handling undeliverable-as-addressed mail.

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 159, 492, 691, 791, and 793 are amended to clarify and enhance the regulations governing mail forwarding and return services.

Exhibit 159.151 is revised to clearly and accurately reflect the new forwarding and return rules and to specify permissible endorsements and two abbreviations for endorsements used on third- and fourth-class mail. The endorsements are *Forwarding and Return Postage Guaranteed—Address Correction Requested,* and *Do Not Forward—Address Correction Requested—Return Postage Guaranteed.*

159.212 is revised to clarify that a sender's endorsement guaranteeing forwarding postage on fourth-class mail will be honored only if the addressee has also guaranteed forwarding postage.

159.221f specifies that fourth-class mail is only forwarded locally or when the recipient guarantees forwarding postage.

159.331 adds last two sentences for general information.

159.412 is revised to show that post and postal cards which cannot be forwarded or returned are now sent to a dead letter branch.

492.2 is revised to specify the return of Form 3579, *Undeliverable 2nd, 3rd, 4th Class Matter.*

492.3 is added to provide a general description of Address Change Service.

691 has been restructured for clarity and conciseness, to reorganize the use of the *Do Not Forward* endorsement, and to ensure that the weighted fee for forwarding and return service is not charged when the forwarding is not caused by a customer's move.

791 is revised to clarify the return service for fourth-class mail.

793 is revised to clarify the method used when preparing address correction notification.

The DMM is revised as follows:

159 Undeliverable Mail

159.1 Mail Undeliverable-As-Addressed

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.16 Processing. All undeliverable-as-addressed (UAA) mail must be processed within 24 hours after receipt at the markup unit. Forms 3579, *Undeliverable 2nd, 3rd, 4th Class Matter,* will be mailed to publishers once a week.

159.2 Forwarding

.21 Change of Address Order

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.212 Guarantee to Pay Forwarding Postage. When completing Form 3575, the addressee has the option of guaranteeing to pay forwarding postage on fourth-class mail. Even if the addressee agrees to pay forwarding postage for fourth-class mail, the addressee is not required to accept each article; it is the addressee's option to refuse any piece of fourth-class mail. Such refusal *does not* revoke the original request to have fourth-class mail forwarded; however, if the addressee wishes to revoke the original request to pay forwarding postage for fourth-class mail, the addressee must request the postmaster to send Form 3546, *Notice to Change Forwarding Order,* to the postmaster at the old address, requesting that the forwarding of fourth-class mail be discontinued. On third- and fourth-class mail, the sender may request forwarding service by using the endorsement, *Forwarding and Return Postage Guaranteed.* On fourth-class mail, this request will be honored only if the addressee has guaranteed forwarding postage.

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159.22 Forwardable Mail

.221 Classes

.221f. Fourth-class mail locally or when the recipient has guaranteed to pay the forwarding postage.

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159.3 Address Correction Service, Address Change Service, and Return

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.33 Return

.331 Availability of Return Service. Undeliverable-as-addressed Express Mail and First-Class Mail (including zone rated Priority Mail and postal and postcards) that cannot be forwarded or cannot be delivered as addressed are returned to the sender at no additional charge whenever possible. Mail of all other classes may be returned to the sender if they bear the appropriate endorsement guaranteeing the return postage. These endorsements are located in the appropriate chapters of this manual.

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159.4 Disposition of Articles Found Loose in the Mail

.41 Treatment at Local Postal Facility

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.412 Disposition of Undeliverable Mail

a. All Express Mail, First-Class Mail (including postal and postcards), third-class single piece rate mail and fourth-class mail which cannot be forwarded or returned is sent to a dead letter branch or dead parcel branch for disposition.

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Exhibit 159.151a—Treatment of Undeliverable Express Mail, First-Class Mail including Postal and Postcards, and First-Class Zone Rated (Priority) Mail.

Mailer Endorsement	USPS Action
No endorsement	Forward at no charge (months 1–12).* If undeliverable, return to sender with reason for nondelivery.
Address Correction Requested, or Do Not Forward.	Do Not Forward. Provide address correction or reason for nondelivery on mailpiece. Return entire mailpiece at no charge to sender.
Forwarding and Address Correction Requested.	Forward at no charge (months 1–12).* If undeliverable, return to sender with reason for nondelivery attached at no charge. Charge the address correction fee if separate address correction is provided to mailer.

*Until October 1986, First-Class Mail will be forwarded for 18 months.

Notes:

These regulations apply to mail associated with a customer's change of address. Do *not* provide *temporary* change of address information at any time.

The following endorsements or their variations are not authorized for First-Class Mail:

Forwarding and Retrurn Postage Guaranteed.
Forwarding and Return Postage Guaranteed, Address Correction Requested.
Return Postage Guaranteed.

Exhibit 159.151b—Treatment of Undeliverable Second-Class Mail

Mailer Endorsement	USPS Action
No Endorsement	Forward at no charge for 60 days. After 60-day period, provide separate address correction or reason for nondelivery; charge address correction fee.
Return Postage Guaranteed	Forward at no charge for 60 days. After 60-day period, return item to sender with new address or reason for nondelivery attached; charge the single piece third- or fourth-class rate.

Notes:

These regulations apply to mail associated with a customer's change of address. Do *not* provide *temporary* change of address information at anytime.

The following endorsements or their variations are not authorized for second-class mail:

Address Correction Requested.
Forwarding and Address Correction Requested.
Do Not Forward.
Fowarding and Return Postage Guaranteed.
Fowarding and Return Postage Guaranteed, Address Correction Requested.

m. Samples of merchandise are destroyed or sold immediately.

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Chapter 4—Second-Class Mail

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492 Address Correction Service

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492.2 Sending Notification. After the last sentence add "Forms 3579, *Undeliverable 2nd, 3rd, 4th Class Matter,* will be mailed to publishers at a minimum of once per week."

492.3 Address Change Service (ACS)

a. ACS is designed to centralize, automate and improve the processing of address correction requests (Form 3579) for second-class mailers. The ACS process involves the transmission of change of address information to a central point where the changes are consolidated onto a magnetic tape filed by publication identifier. These records

Exhibit 159.151c—Treatment of Undeliverable Third-Class Bulk Business Mail—Weighing 1 Ounce or Less (Forwarded Up to 12 Months)

Mailer Endorsement	USPS Action
No Endorsement or Do Not Forward.	No forwarding or return service is provided.
Address Correction Requested	No forwarding service is provided. Return entire mailpiece with address correction or reason for nondelivery; charge the first ounce single piece third-class rate, do not charge the address correction fee.
Forwarding and Return Postage Guaranteed.	Forward at no charge. If mail is not forwardable, return the entire mailpiece with reason for nondelivery; charge the appropriate third-class weighted fee.*
Forwarding and Return Postage Guaranteed, Address Correction Requested.**	Forward at no charge. If separate address correction notice is provided, charge the address correction fee. If mail in not forwardable, return the entire mailpiece with reason for nondelivery; charge the appropriate third-class weighted fee.*
Do Not Forward, Address Correction Requested, Return Postage Guaranteed.***	Do Not Forward. Return entire mailpiece with the new address or reason for nondelivery; charge the first ounce single piece third-class rate, do not charge the address correction fee.

*The weighted fee is the appropriate single piece third-class rate multiplied by a factor of 2.733. The fee is used during months 1–12 when forwarding is unsuccessful and the mailpiece is returned to the sender. During months 13–18 charge this fee on mailpieces endorsed *Forwarding and Return Postage Guaranteed* or *Forwarding and Return Postage Guaranteed, Address Correction Requested.*

**The authorized abbreviation for this endorsement is *FWD & RET Postage Guaranteed—ACR.*

***The authorized abbreviation for this endorsement is *Do Not Forward—ACR–RPG.*

Notes:

These regulations apply to mail associated with a customer's change of address. Do *not* provide *temporary* change of address information at any time.

The following endorsements or their variations are not authorized for third-class mail:
Forwarding and Address Correction Requested.
Return Postage Guaranteed.

are sequentially organized by USPS assigned publication codes and distributed to each participating publication.

b. ACS is available to publishers of second-class mailable matter who maintain their address records on computers. For further information write to:

Address Change Service
Address Information Center
6060 Primacy Parkway, Suite 101
Memphis, TN 38188–0001

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Chapter 6—Third-Class Mail

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690 Ancillary Service

691 Forwarding and Return

691.1 No forwarding or return services are provided on bulk business mail (bulk third-class) without an endorsement. Unendorsed single piece third-class mail will be returned to the sender with the new address or reason for nondelivery. *Note:* single piece third-class mail endorsed *Do Not Forward* will not be forwarded or returned. Single piece third-class mail endorsed *Address Correction Requested* will not be forwarded, and generally, will not be returned to sender.

691.2 Insured third-class mail will be treated as though endorsed *Forwarding and Return Postage Guaranteed.*

691.3 Undeliverable third-class mail bearing the endorsement *Forwarding and Return Postage Guaranteed* will be forwarded for 12 months when the new address is known. No forwarding postage will be charged to the recipient. During months 13–18, the piece will not be forwarded; however, it will be returned with the correct forwarding address or the reason for nondelivery attached. The third-class weighted fee described in 691.5 will be charged on all mail so endorsed that is returned during months 1–18.

691.4 If the endorsement *Forwarding and Return Postage Guaranteed, Address Correction Requested* is used, the mail will be forwarded for the first 12

Exhibit 159.151d—Treatment of Undeliverable Third-Class Bulk Business Mail—Weighing Over 1 Ounce (Forwarded Up to 12 Months)

Mailer Endorsement	USPS Action
No Endorsement or Do Not Forward.	No forwarding or return service is provided.
Address Correction Requested	No forwarding service is provided. Address correction is provided via Form 3547 or Form 3579, charge the address correction fee.
Forwarding and Return Postage Guaranteed.	Forward at no charge. If mail is not forwardable, return the entire mailpiece with reason for nondelivery; charge the appropriate third-class weighted fee.*
Forwarding and Return Postage Guaranteed, Address Correction Requested.**	Forward at no charge. If separate address correction notice is provided, charge the address correction fee. If mail is not forwardable, return the entire mailpiece with reason for nondelivery; charge the appropriate third-class weighted fee.*
Do Not Forward, Address Correction Requested, Return Postage Guaranteed.***	Do Not Forward. Return entire mailpiece with the new address or reason for nondelivery; charge the appropriate single piece third-class rate, do not charge the address correction fee.

*The weighted fee is the appropriate single piece third-class rate multiplied by a factor of 2.733. The fee is used during months 1–12 when forwarding is unsuccessful and the mailpiece is returned to the sender. During months 13–18 charge this fee on mailpieces endorsed *Forwarding and Return Postage Guaranteed* or *Forwarding and Return Postage Guaranteed, Address Correction Requested.*

**The authorized abbreviation for this endorsement is *FWD & RET Postage Guaranteed—ACR.*

***The authorized abbreviation for this endorsement is *Do Not Forward—ACR–RPG.*

Notes:

These regulations apply to mail associated with a customer's change of address. Do *not* provide *temporary* change of address information at any time.

The following endorsements or their variations are not authorized for third-class mail:

Forwarding and Address Correction Requested.

Return Postage Guaranteed.

months if the forwarding address is known. A separate address correction notice (Form 3547) will be sent to the mailer, and the appropriate address correction fee will be charged (see 612.2). No forwarding postage will be charged to the recipient. If the piece is not forwardable, it will be returned. During months 13 through 18, the piece will be returned with the correct forwarding address or the reason for nondelivery attached.

691.5 Whenever mail endorsed *Forwarding and Return Postage Guaranteed* or *Forwarding and Return Postage Guaranteed—Address Correction Requested* is returned to the sender as outlined in 691.1 and 691.2, or 691.2, the mailer will pay the weighted fee, the appropriate single piece third-class rate multiplied by a factor of 2.733. This factor is derived from the ratio of the number of third-class pieces nationwide that are successfully forwarded to the number of these pieces that cannot be forwarded and are returned. There is no charge for the "on piece" address correction provided.

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Chapter 7—Fourth-Class Mail

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791 Forwarding and Return

Fourth-class mail will be forwarded locally for one year at no charge. (For forwarding purposes, *Local* is defined as the same single-ZIP coded or multi-ZIP coded post office.) Nonlocal forwarding for one year will be provided upon the recipient's guarantee on Form 3575, *Change of Address Order,* to pay forwarding postage. Undeliverable fourth-class mail bearing the endorsement *Forwarding and Return Postage Guaranteed* is forwarded when the new address is known. Forwarding postage will be collected from the addressee. The recipient may refuse to pay the forwarding postage on any piece of fourth-class mail and still continue to have other fourth-class mail forwarded. Form 3546, *Notice to Change Forwarding Order,* will only be used if the addressee refuses to pay for forwarding of all fourth-class mail and requests the postmaster of the new address to notify the postmaster of the old address that they no longer wish forwarding service on fourth-class mail. The

Exhibit 159.151e—Treatment of Undeliverable Third-Class Mail Single Piece Rate (Forwarded Up to 12 Months)

Mailer Endorsement	USPS Action
No Endorsement	No forwarding service is provided. Return the mailpiece to the sender at the single piece third-class rate, with the reason for nondelivery or the new address; do not charge the address correction fee.
Do Not Forward	No forwarding or return service is provided.
Address Correction Requested	No forwarding service is provided. If the mailpiece weighs one ounce or less, return the entire peice with the new address or the reason for nondelivery; charge the third-class single piece rate. Pieces over one ounce will receive an address correction notice via Form 3579 or Form 3547; charge the address correction fee.
Forwarding and Return Postage Guaranteed.	Forward at no charge. If mail is not forwardable, return the entire mailpiece with reason for nondelivery, charge the appropriate third-class weighted fee.*
Forwarding and Return Postage Guaranteed, Address Correction Requested.**	Forward at no charge. If separate address correction notice is provided, charge the address correction fee. If mail is not forwardable, return the entire mailpiece with reason for nondelivery; charge the appropriate third-class weighted fee.*
Do Not Forward, Address Correction Requested, Return Postage Guaranteed.***	Do Not Forward. Return entire mailpiece with the new address or reason for nondelivery; charge the appropriate single piece third-class rate, do not charge the address correction fee.

*The weighted fee is the appropriate single piece third-class rate multiplied by a factor of 2.733. The fee is used during months 1–12 when forwarding is unsuccessful and the mailpiece is returned to the sender. During months 13–18 charge this fee on mailpieces endorsed *Forwarding and Return Postage Guaranteed* or *Forwarding and Return Postage Guaranteed, Address Correction Requested.*

**The authorized abbreviation for this endorsement is *FWD & RET Postage Guaranteed—ACR.*

***The authorized abbreviation for this endorsement is *Do Not Forward—ACR–RPG.*

Notes:

These regulations apply to mail associated with a customer's change of address. Do *not* provide *temporary* change of address information at any time.

The following endorsements or their variations are not authorized for third-class mail:

Forwarding and Address Correction Requested.

Return Postage Guaranteed.

single piece rates and conditions are applicable to the forwarding and returning of fourth-class items mailed at the single piece, presort, and bulk rates. If the piece cannot be forwarded because the new address is not known, it will be given return service (see 792). During months 13–18, the piece will be returned with the correct new (forwarding) address or the reason for nondelivery attached.

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793 Address Correction

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a. When a piece bears the endorsement *Address Correction Requested,* Form 3579, *Undeliverable 2nd, 3rd, 4th Class Matter,* or a markup label is used to notify the sender. The address correction fee is charged. Form 3579 or a markup label utilizing the customer's old address will be prepared for mailing to the sender in an envelope in the same manner that address correction notices are prepared for mailing to second-class publishers. *Exception:* When address labels are affixed to plastic wrappers, or a window address format is used on a mailing piece, making compliance with the foregoing instructions difficult, Form 3547, *Notice to Mailer of Correction in Address,* will be substituted to provide the requested information.

These changes will be incorporated into a future revision to the DMM.

—Delivery Services Dept., 1–16–86.

Exhibit 159.151f—Treatment of Undeliverable Fourth-Class Mail Including Parcel Post (Forwarded Up to 12 Months)

Mailer Endorsement	USPS Action
No Endorsement	Forward locally at no charge; forward out of town only if addressee guaranteed postage. If undeliverable or addressee refuses to pay postage, return mailpiece with new address of reason for nondelivery; charge both forwarding (where attempted) and return postage.
Do Not Forward	No forwarding or return service is provided.
Address Correction Requested	Forward locally at no charge; forward out of town only if addressee guaranteed postage. If forwarded, provide a separate address correction notice; charge address correction fee. If mailpiece is undeliverable, return it to sender with reason for nondelivery; charge the appropriate single-piece fourth-class rate.
Forwarding and Return Postage Guaranteed.	Forward locally at no charge, forward out of town only if addressee guaranteed postage. If undeliverable or addressee refused to pay postage, return to mailer with new address or reason for nondelivery; charge both the forwarding (where attempted) and return postage.
Forwarding and Return Postage Guaranteed, Address Correction Requested.**	Forward locally at no charge; forward out of town only if addressee guaranteed postage. Provide separate address correction to mailer; charge address correction fee. If mail is not forwardable, return the entire mailpiece with reason for nondelivery; charge the appropriate single piece fourth-class rate.
Do Not Forward, Address Correction Requested, Return Postage Guaranteed.***	Do Not Forward. Return entire mailpiece with the new address or reason for nondelivery; charge the appropriate single piece fourth-class rate.

*The weighted fee is the appropriate single piece third-class rate multiplied by a factor of 2.733. The fee is used during months 1–12 when forwarding is unsuccessful and the mailpiece is returned to the sender. During months 13–18 charge this fee on mailpieces endorsed *Forwarding and Return Postage Guaranteed,* or *Forwarding and Return Postage Guaranteed, Address Correction Requested.*

**The authorized abbreviation for this endorsement is *FWD & RET Postage Guaranteed—ACR.*

***The authorized abbreviation for this endorsement is *Do Not Forward—ACR–RPG.*

Notes:

These regulations apply to mail associated with a customer's change of address. Do *not* provide *temporary* change of address information at any time.

The following endorsements or their variations are not authorized for third-class mail:

Forwarding and Address Correction Requested.

Return Postage Guaranteed.

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
IL, Addison 60101–2822	Ms. Marketing, Inc., 211 E. Lake Street, Dept. 105.	The sale of products through the U.S. mail.
CA, N. Hollywood 91615–5639.	John Mousseau, E.P.D.C., P.O. Box 15639	Postal COD parcels.

—Judicial Officer, 1–16–86.

EXPRESS MAIL INTERNATIONAL SERVICE—CYPRUS

Effective immediately, Express Mail International Service is available to Cyprus. Both Custom Designed and On Demand services are offered. Express Mail International Service in Cyprus is called Datapost/Special Express Service.

Items not exceeding 44 pounds in weight, 36 inches in length, and 79 inches in combined length and girth, are acceptable for dispatch to all locations in Cyprus. The country code for Cyprus is CY and the numerical data entry code is 53.

The initial shipment date, Item 3 of Form 5637, *Express Mail Corporate Account/Service Leg*, for Custom Designed Service agreements should be established as 17 days after the date one copy of the agreement is sent to: Director, Department of Postal Services, Postal Operations Service, General Post Office, Nicosia, CYPRUS.

Customers should be advised that, as with all Express Mail International items, there is no service guarantee connected with Express Mail International items sent to Cyprus. The applicable rates and conditions of mailing are as follows:

Services Available

Custom Designed
On Demand

Acceptable Items and Customs Declaration

Any item admissible in international mail to Cyprus is admissible in the Express Mail International Service to Cyprus. See the country entry for Cyprus in the INTERNATIONAL MAIL MANUAL for specific prohibitions and restrictions.

Items allowed	Customs form/required endorsement
Correspondence, business papers, and computer data.	Form 2976, "*Customs—Douane C1*" (Green Label) stating "Business Papers".
Merchandise samples without commercial value.	Form 2966A, "*Parcel Post Customs Declaration.*"
Merchandise or any item subject to customs duty.	Form 2966A, "*Parcel Post Customs Declaration*".

Areas Served

Express Mail International Service is available to all locations in Cyprus.

Rates

Pounds (up to and including)	On demand	Custom designed
1	$23.00	$31.00
2	27.90	35.90
3	32.80	40.80
4	$37.70	$45.70
5	42.60	50.60
6	47.50	55.50
7	52.40	60.40
8	57.30	65.30
9	62.20	70.20
10	67.10	75.10
11	72.00	80.00
12	76.90	84.90
13	81.80	89.80
14	86.70	94.70
15	91.60	99.60
16	96.50	104.50
17	101.40	109.40
18	106.30	114.30
19	111.20	119.20
20	116.10	124.10
21	121.00	129.00
22	125.90	133.90
23	130.80	138.80
24	135.70	143.70
25	140.60	148.60
26	145.50	153.50
27	150.40	158.40
28	155.30	163.30
29	160.20	168.20
30	165.10	173.10
31	170.00	178.00
32	174.90	182.90
33	179.80	187.80
34	184.70	192.70
35	189.60	197.60
36	194.50	202.50
37	199.40	207.40
38	204.30	212.30
39	209.20	217.20
40	214.10	222.10
41	219.00	227.00
42	223.90	231.90
43	228.80	236.80
44	233.70	241.70

Delivery

All Express Mail International Service items will be delivered the day following arrival in Cyprus. There will be no delivery of Express Mail International Service items in Cyprus on Sundays or national holidays.

Weight Limit

44 pounds (20 kilograms)

Size Limit

Greatest Length: 36 inches (900 millimeters)

Greatest Length and Girth Combined: 79 inches (2 meters)

A future revision to the INTERNATIONAL MAIL MANUAL will reflect this information.

—Customer Services Dept., 1–16–86.

DMM Revision

Second-Class In-County Rates

Effective February 16, 1986, copies of second-class publications must meet new criteria to qualify for mailing at the in-county rates in DOMESTIC MAIL MANUAL (DMM) 411.32. The new criteria are required by Public Law 99–190, making further continuing appropriations for 1986.

The DMM is revised as follows:

411 Rates

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411.3 Preferred Rates

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.32 In-County Rates

.321 Subscriber Copies. In-county rates apply to subscribers' copies of any issue of a second-class publication (except a requester publication) when they are entered within the county of publication for delivery to addresses within that county if either of the following conditions is met:

a. The total paid circulation of such issue is less than 10,000 copies.

b. The number of copies of such issue distributed within the county of publication is at least two more than one-half of the total paid circulation of such issue.

Renumber the current 411.322 as 411.325.

.322 Nonsubscriber Copies. During a calendar year, the total weight of nonsubscriber copies mailed at the in-county rates may not exceed 10 percent of the weight of subscribers' copies of the publication mailed at the in-county rates.

Renumber the current 411.323 as 411.324.

.323 Entry Offices. If the postmaster of an office of entry directs a publisher to deposit copies of the publication at a postal facility serving that office, these copies will be considered as mailed at the office of entry. Copies are subject to in-county rates if they are addressed to destinations within the county of publication and are entered at a post office which serves those addresses, but is located outside the county.

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.38 Nonsubscriber Copies Sent at a Preferred Rate

Except as specified in 411.322, nonsubscriber copies mailed at any time during the calendar year up to 10 percent of the total weight of copies mailed to subscribers during the calendar year are preferred mail and subject to the preferred mail rates, provided that the nonsubscriber copies would have been preferred mail if mailed to subscribers.

These changes will be incorporated in a future revision to the DMM.

—Rates & Classification Dept., 1–16–86.

Expansion of International Surface Air Lift (ISAL) Network

On January 18, 1986, AMF Miami, Florida will begin operations as the tenth gateway location in the International Surface Air Lift (ISAL) network. The other dispatch points to which ISAL mail can be brought are New York, Boston, Washington, D.C., Philadelphia, Chicago, Houston, Dallas, San Francisco, and Los Angeles. See POSTAL BULLETIN 21542, dated November 28, 1985 (Pages 5–21) for a point-to-point summary of the current ISAL pound rates for the nine existing dispatch locations.

As a result of this expansion, International Surface Air Lift service will now be provided from Miami, Florida to 26 countries in Latin America and the Caribbean. Following this announcement are two postage rate tables that show the pound rates which are applicable to both regular ISAL sacks and M-Bags originating in Miami, Florida. These rates are grouped by country of destination, dispatch weight range, and printed matter type.

To illustrate how these rate charts are to be used, a mailing example using AMF Miami, Florida as the point of dispatch is presented below:

Origin City: Miami, Florida
Destination Country: Brazil
Total Dispatch Weight: 450 pounds
Dispatch Contents: 300 pounds (Publishers' Periodicals); 150 pounds (Regular Printed Matter)
Applicable Weight Range: 200–749 pounds
Rate Per Pound: $2.16 (Publishers' Periodicals); $2.28 (Regular Printed Matter)

Note: In mailing situations of this nature, where the printed matter contents of an ISAL dispatch are mixed, both of the applicable pound rates should always be taken from the dispatch weight range that reflects the *total weight of the mailing.*

The ISAL pound rates for AMF Miami, Florida will be reflected in a future revision to the *IMM.—Rates & Classification Dept., 1–16–86.*

The orange and blue pouch is to be used for Express Mail Service only.

Levels of Service for National Public Holiday—January 20, 1986

January 20, 1986, is the first year that a Congressionally enacted public holiday will be in effect to honor the late Dr. Martin Luther King, Jr. For this holiday, postmasters should follow the operating guidelines in DOMESTIC MAIL MANUAL (DMM) 113.66, and Part B of DMM Exhibit 113.66, (Holiday Service Levels). The DMM will be amended in a future transmittal letter.

—Operations Group, 1–16–86.

INTERNATIONAL SURFACE AIR LIFT RATES

ORIGIN: Miami, FL

Destination City	Destination Country	REGULAR SACK POUND RATES (BY TOTAL WEIGHT OF MAILING)					
		11–199 lbs.		200–749 lbs.		750 lbs. and above	
		Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books
DIRECT							
None							
TRANSIT							
Asuncion	Paraguay	$2.40	$2.28	$2.28	$2.16	$2.16	$2.04
Belize City	Belize	2.02	1.92	1.92	1.82	1.82	1.72
Bogota	Colombia	2.02	1.92	1.92	1.82	1.82	1.72
Buenos Aires	Argentina	2.40	2.28	2.28	2.16	2.16	2.04
Caracas	Venezuela	2.02	1.92	1.92	1.82	1.82	1.72
Cayene	French Guiana	2.40	2.28	2.28	2.16	2.16	2.04
Georgetown	Guyana	2.40	2.28	2.28	2.16	2.16	2.04
Guatemala City	Guatemala	2.02	1.92	1.92	1.82	1.82	1.72
Havana	Cuba	2.02	1.92	1.92	1.82	1.82	1.72
Kingston	Jamaica	2.02	1.92	1.92	1.82	1.82	1.72
La Paz	Bolivia	2.40	2.28	2.28	2.16	2.16	2.04
Lima	Peru	2.40	2.28	2.28	2.16	2.16	2.04
Managua	Nicaragua	2.02	1.92	1.92	1.82	1.82	1.72
Mexico City	Mexico	2.02	1.92	1.92	1.82	1.82	1.72
Montevideo	Uruguay	2.40	2.28	2.28	2.16	2.16	2.04
Paramaribo	Suriname	2.40	2.28	2.28	2.16	2.16	2.04
Port of Spain	Trinidad & Tobago	2.02	1.92	1.92	1.82	1.82	1.72
Port-au-Prince	Haiti	2.02	1.92	1.92	1.82	1.82	1.72
Quito	Ecuador	2.02	1.92	1.92	1.82	1.82	1.72
Rio de Janeiro	Brazil	2.40	2.28	2.28	2.16	2.16	2.04
San Jose	Costa Rica	2.02	1.92	1.92	1.82	1.82	1.72
San Salvador	El Salvador	2.02	1.92	1.92	1.82	1.82	1.72
Santiago	Chile	2.40	2.28	2.28	2.16	2.16	2.04
Santo Domingo	Dominican Republic	2.02	1.92	1.92	1.82	1.82	1.72
Tegucigalpa	Honduras	2.02	1.92	1.92	1.82	1.82	1.72
Willemstad	Netherlands Ant.	2.02	1.92	1.92	1.82	1.82	1.72

INTERNATIONAL SURFACE AIR LIFT RATES

ORIGIN: Miami, FL

Destination City	Destination Country	M-BAG POUND RATES (BY TOTAL WEIGHT OF MAILING)					
		11–199 lbs.		200–749 lbs.		750 lbs. and above	
		Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books
DIRECT							
None							
TRANSIT							
Asuncion	Paraguay	$2.16	$2.05	$2.05	$1.94	$1.94	$1.84
Belize City	Belize	1.82	1.73	1.73	1.64	1.64	1.55
Bogota	Colombia	1.82	1.73	1.73	1.64	1.64	1.55
Buenos Aires	Argentina	2.16	2.05	2.05	1.94	1.94	1.84
Caracas	Venezuela	1.82	1.73	1.73	1.64	1.64	1.55
Cayene	French Guiana	2.16	2.05	2.05	1.94	1.94	1.84
Georgetown	Guyana	2.16	2.05	2.05	1.94	1.94	1.84
Guatemala City	Guatemala	1.82	1.73	1.73	1.64	1.64	1.55
Havana	Cuba	1.82	1.73	1.73	1.64	1.64	1.55
Kingston	Jamaica	1.82	1.73	1.73	1.64	1.64	1.55
La Paz	Bolivia	2.16	2.05	2.05	1.94	1.94	1.84
Lima	Peru	2.16	2.05	2.05	1.94	1.94	1.84
Managua	Nicaragua	1.82	1.73	1.73	1.64	1.64	1.55
Mexico City	Mexico	1.82	1.73	1.73	1.64	1.64	1.55
Montevideo	Uruguay	2.16	2.05	2.05	1.94	1.94	1.84
Paramaribo	Suriname	2.16	2.05	2.05	1.94	1.94	1.84
Port of Spain	Trinidad & Tobago	1.82	1.73	1.73	1.64	1.64	1.55
Port-au-Prince	Haiti	1.82	1.73	1.73	1.64	1.64	1.55
Quito	Ecuador	1.82	1.73	1.73	1.64	1.64	1.55
Rio de Janeiro	Brazil	2.16	2.05	2.05	1.94	1.94	1.84
San Jose	Costa Rica	1.82	1.73	1.73	1.64	1.64	1.55
San Salvador	El Salvador	1.82	1.73	1.73	1.64	1.64	1.55
Santiago	Chile	2.16	2.05	2.05	1.94	1.94	1.84
Santo Domingo	Dominican Republic	1.82	1.73	1.73	1.64	1.64	1.55
Tegucigalpa	Honduras	1.82	1.73	1.73	1.64	1.64	1.55
Willemstad	Netherlands Ant.	1.82	1.73	1.73	1.64	1.64	1.55

POST OFFICE CHANGES NUMBER 4

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD									Community Post Office established. Use Fort Morgan, AL 36542 as last line of address.
NEW	013780	36542	AL	Gulf Shores	Baldwin	Fort Morgan	Community Post Office.	3-14-85	
OLD	041377	72620	AR	Busch	Carroll		Post Office	12-27-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Busch, AR 72632 as last line of address.
NEW	042979	72632	AR	Eureka Springs	Carroll	Busch	Place Name	12-27-85	
OLD	044986	72743	AR	Larue	Benton		Post Office	12-27-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Larue, AR 72756 as last line of address.
NEW	047524	72756	AR	Rogers	Benton	Larue	Place Name	12-27-85	
OLD									New ZIP Code assigned to delivery area.
NEW	055730	93035	CA	Oxnard	Ventura	Saviers	Classified Station	1-01-86	
OLD									Contract Branch established.
NEW	114935	32746	FL	Lake Mary	Seminole	Heathrow Lane	Contract Branch	10-29-85	
OLD	194818	67350	KS	Labette	Labette		Post Office	1-17-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Labette, KS 67356 as last line of address.
NEW	196886	67356	KS	Oswego	Labette	Labette	Place Name	1-17-86	
OLD	202780	41525	KY	Flat	Wolfe		Post Office	1-05-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Flat, KY 41301 as last line of address.
NEW	201224	41301	KY	Campton	Wolfe	Flat	Place Name	1-05-86	
OLD	204332	40848	KY	Kitts	Harlan		Post Office	11-18-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Kitts, KY 40831 as last line of address.
NEW	203560	40831	KY	Harlan	Harlan	Kitts	Place Name	11-18-85	
OLD	206868	40760	KY	Sasser	Laurel		Post Office	11-12-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Sasser, KY 40741 as last line of address.
NEW	204748	40741	KY	London	Laurel	Sasser	Place Name	11-12-85	
OLD	207796	42559	KY	Trimble	Pulaski		Post Office	10-28-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Trimble, KY 42544 as last line of address.
NEW	205540	42544	KY	Nancy	Pulaski	Trimble	Place Name	10-28-85	
OLD	207836	40996	KY	Tuttle	Laurel		Post Office	10-28-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Tuttle, KY 40741 as last line of address.
NEW	204748	40741	KY	London	Laurel	Tuttle	Place Name	10-28-85	
OLD	260690	56625	MN	Becida	Hubbard		Post Office	1-09-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Becida, MN 56625 as last line of address.
NEW	268760	56625	MN	Solway	Hubbard	Becida	Community Post Office.	1-09-86	
OLD	267490	56664	MN	Pinewood	Beltrami		Post Office	1-09-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Pinewood, MN 56676 as last line of address.
NEW	268640	56676	MN	Shevlin	Beltrami	Pinewood	Place Name	1-09-86	

POST OFFICE CHANGES NUMBER 4—Continued

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	269260	55788	MN	Togo	Itasca		Post Office	1–09–86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Togo, MN 55788 as last line of address.
NEW	262010	55788	MN	Cook	Itasca	Togo	Community Post Office.	1–09–86	
OLD	304335	68374	NE	Holmsville	Gage		Post Office	1–08–86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Holmsville NE 68374 as last line of address.
NEW	300720	68374	NE	Beatrice	Gage	Holmsville	Community Post Office.	1–08–86	
OLD	415440	17826	PA	Millville	Columbia	Eyers Grove	Community Post Office.	9–29–85	Community Post Office and ZIP Code discontinued. Use Millville, PA 17846 as last line of address.
NEW									
OLD	510180	24051	VA	Alum Ridge	Floyd		Post Office	11–30–85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Alum Ridge, VA 24091 as last line of address.
NEW	513270	24091	VA	Floyd	Floyd	Alum Ridge	Place Name	11–30–85	
OLD	514920	22488	VA	Kinsale	Westmoreland	Tucker Hill	Community Post Office.	7–15–82	Community Post Office discontinued. Use Kinsale, VA 22488 as last line of address.
NEW									
OLD	515904	22550	VA	Milford	Caroline	Shumansville	Community Post Office.	2–17–84	Community Post Office discontinued. Use Shumansville, VA 22514 as last line of address.
NEW									
OLD	518844	23166	VA	Tamworth	Cumberland		Post Office	9–30–83	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Tamworth, VA 23027 as last line of address.
NEW	511536	23027	VA	Cartersville	Cumberland	Tamworth	Place Name	9–30–83	
OLD	554080	26536	WV	Jere	Monongalia		Post Office	11–15–85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Jere, WV 26546 as last line of address.
NEW	556654	26546	WV	Pursglove	Monongalia	Jere	Place Name	11–15–85	
OLD	554584	25863	WV	Lawton	Fayette		Post Office	1–13–86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Lawton, WV 25864 as last line of address.
NEW	554590	25864	WV	Layland	Fayette	Lawton	Place Name	1–13–86	

—Delivery Services Dept., 1–16–86.

This Office

Will Be Closed

in Observance of

Washington's Birthday

February 17, 1986

This Office

Will Be Closed

in Observance of

Washington's Birthday

February 17, 1986

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21548** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

016290	107100	275052	336452	520029	607622	770831	901202	941116
018066	112088	276038	336638	528006	622040	770854	901235	941199
018107	114065	276209	336808	528010	622068	773011	901247	941227
019025	114085	276213	337005	532082	631182	778004	901296	941241
021159	117187	276230	337018	532114	631247	782261	901302	941246
021259	117203	276231	337062	532146	631311	784102	901321	941257
021297	117223	277035	372228	532152	666062	785003	902379	941273
021330	122103	279014	372250	532190	681101	785032	902384	941283
021342	122106	280033	374087	532194	681124	785040	913392	945233
021383	152132	282194	376070	532197	701077	785046	917515	945250
038074	170073	288002	381381	532215	701448	785049	917517	945254
064049	170081	288003	393041	532222	706035	787237	917527	945255
069212	171054	292176	402202	532231	706073	787264	921182	945257
069215	191321	296098	402222	532235	708065	787302	921222	945261
069234	191403	296112	402234	548001	711194	787303	921298	945266
069239	191426	327078	403009	548002	711195	790082	921300	946096
069246	191447	328108	403011	548003	711210	794010	921301	948026
071047	193101	328119	404100	549045	713029	794065	921304	948028
071472	196015	328122	405011	551125	750077	797113	921318	949034
077510	200412	329029	405048	551170	750094	799045	921322	950161
078103	200432	331063	405050	591051	752027	799067	921331	951145
080116	206023	331470	414001	591200	752236	799078	921333	951160
086002	206029	331585	420010	591400	752552	799084	921334	951167
086003	208055	331586	423004	598042	760007	799128	921343	951179
100016	208066	333286	432115	600003	760228	799142	921346	951188
100436	208072	333373	432118	600039	761295	799143	921358	954203
100884	209017	333705	432129	600059	770032	815031	926595	954207
100889	220063	333707	432130	600099	770044	837052	926598	972215
100932	220069	334002	452251	600102	770071	841233	926641	972227
100947	221028	334116	452272	600109	770093	850327	926667	974057
101015	221046	334142	452300	600112	770218	850425	926668	975015
101131	221058	334169	454082	600177	770219	856006	926745	981327
101175	221065	334177	460001	600211	770249	871140	926751	981349
101195	221068	335031	461003	600274	770258	880016	926753	981398
101281	232002	335033	468057	600923	770273	880017	926773	981424
101309	232074	335062	478007	600982	770296	895107	926786	981500
101333	232078	335142	480305	601061	770300	900627	927275	992093
101334	232111	335161	480321	601073	770301	901056	927320	997106
101341	232113	335560	482118	601093	770312	901066	928110	
101407	247029	336019	482151	601222	770342	901079	931069	
101491	271007	336025	482189	601380	770359	901099	940147	
101508	271075	336053	485003	601630	770459	901125	940191	
104029	274086	336068	489028	601675	770513	901130	940238	
104055	274120	336096	495044	605021	770545	901131	940267	
105068	275025	336152	496030	607264	770810	901133	940285	
106953	275026	336344	503164	607603	770818	901186	941091	

—Customer Services Dept., 1–16–86.

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST CLASS

OFFICIAL POSTAL USE	PUBLIC USE
1. Requisitions **a. Single Issues.** Send Form 7380 to your area supply center. **b. Quantity Changes.** Complete information below and return entire page, with PB address label, to: Document Control Division, IRM, USPS Headquarters, Washington, DC 20260–1571. **2. Address Changes.** Same as 1b.	**1. Requisitions** **a. Single Issues.** Complete information below and return entire page, with PB address label, and check or money order for $1.50 each (payable to Superintendent of Documents), to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402–0001. Order Desk (202) 783–3238 **b. Subscription.** Same as 1a. Cost is $71.00 for a 12-month subscription. **2. Address Changes.** Same as 1a.

PLEASE BE SURE PB ADDRESS LABEL IS ATTACHED WHEN RETURNING FORM.

MasterCard and VISA accepted.

Credit Card No.

Expiration Date
Month/Year

Postal Facility, Company, or Personal Name

Additional Address/Attention Line

Street Address

City | State | ZIP + 4 Code

(or) Country

Please Print

Customer's Telephone No.'s
Area Code | Home | Area Code | Office

Old Quantity _____

New Quantity _____

Signature of Designated Approving Manager

Effective Period: *Postal Bulletin articles are effective for one year unless otherwise specified.* **Schedule:** The Bulletin is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260–1571. **Distribution:** USPS distributes the Bulletin to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of Bulletin articles appears early in the months of January, April, July, and October; a yearly index appears early the following year.

21550

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21550—January 23, 1986—16 Pages

5-Cent Hugo L. Black Regular Stamp

The 5-cent Hugo L. Black regular stamp will be placed on sale February 27, 1986, in Washington, DC. This stamp honors Supreme Court Justice Hugo L. Black on the 100th anniversary of his birth. In 1937, President Roosevelt named Black to the Supreme Court, where he became an ardent proponent for First Amendment protections.

Do Not Sell Before February 28, 1986

NEWARK PUBLIC LIBRARY
FEB 5 1986
U. S. GOVT. PUBS.
DEPOSITORY 376

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 100.

Collector information is on page 11.

Supply. An automatic distribution will be made to post offices with authorized philatelic centers only. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices are encouraged to order sufficient quantities to meet philatelic demand.*

Bulk Quantities. Post offices with 950 or more revenue units requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities,* to the Bureau of Engraving and Printing, *using item number* **045.** Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5 million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring these stamps should requisition them immediately from their designated stamp distribution offices on separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—Customer Services Dept., 1-23-86.

Timecard Entries

Supervisors and timekeepers are reminded that the (5) five minute rounding rule applies to full-time and part-time regular employees only. When a full-time or part-time regular employee's daily work hours total 7.92 to 8.08, the timekeeper should adjust the hours to 8.00.

Part-time regular employees are normally scheduled to work less than 8 hours a day. Therefore, when their daily work hours are between eight hundredths of an hour less than or greater than the established schedule, the timekeeper should adjust the work hours to match the scheduled hours or tour. Supervisors are not required to approve these adjustments.

Example:

A part-time regular employee is scheduled to work 5.00 hours on Thursday. The employee's work hours totals 5.06 hours. The total work hours should be recorded as 5.00 hours on the timecard. If the same employee only worked 4.92 hours, the work hours should be recorded as 5.00 hours on the timecard.

The "Five Minute Rounding Rule" does *not* apply when a combination of work and leave is recorded on the timecard. The employee is credited with actual hours worked. Furthermore, it must be ensured that the night differential or Sunday premiums have not been credited for the time that has been adjusted.

All timekeepers should review Section 145 of Handbook F-21, *Time and Attendance,* "Adjusting Clock Rings for the (5) Five Minute Leeway Rule" to ensure compliance with current procedures.—*Dept. of the Controller, 1-23-86.*

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P1.3:

Treasury Department Checks

Supplemental security income and VA Compensation and Pension checks are to be delivered on Friday, January 31st. The supplemental security income checks will be released to the Postal Service by the Austin, Birmingham, Chicago, Kansas City, Philadelphia and San Francisco Financial Centers and the VA Compensation and Pension checks will be released by the Austin Financial Center. The envelopes will bear the legend:

> Postmaster: Requested delivery date is the 31st day of the month.

Civil service annuity, public debt interest and railroad retirement checks are to be delivered on Saturday, February 1. The railroad retirement checks will be released from the Austin, Birmingham, Chicago, Kansas City, Philadelphia and San Francisco Financial Centers. The civil service annuity and public debt interest checks will be released from the Chicago Financial Center. The envelopes will bear the legend:

> Postmaster: Requested delivery date is the 1st day of the month or the first delivery date thereafter.

Social security annuity checks will be delivered on the normal delivery date, February 3. The envelopes will bear the legend:

> Postmaster: Requested delivery date is the 3rd day of the month.

Postmasters and supervisors are asked to plan to complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 1–23–86.*

Deliverability of Mail

Periodically, mail is addressed in a deficient manner or to a location address that is not a delivery point. All postal employees are reminded that if the customer and delivery point are known, our fundamental organizational purpose is to deliver mail when the customer's correct address is known, unless other delivery instructions are specified on the mail piece. The objective is not to return mail unless it is absolutely necessary. Delivery should be made whenever possible. Applicable regulations are contained in DOMESTIC MAIL MANUAL (DMM) 159.25 and 951.122.—*Delivery Services Dept., 1–23–86.*

Revenue Unit—GFY 1985

The value of a revenue unit for Government Fiscal Year 1985 is $194.65.

—*Dept. of the Controller, 1–23–86.*

Consumer's Resource Handbook

The Postal Service again participated with the U.S. Office of Consumer Affairs in publication of a *Consumer's Resource Handbook.* The handbook was developed to help consumers resolve their complaints about goods and services, both inside and outside of government.

In late January, the Government Printing Office will begin distributing two copies to all postmasters for use as a reference document in handling consumer inquiries. In addition, 300 copies of the *Consumer's Resource Handbook* will be sent to each of the 50 largest post offices for free public distribution; 100 copies will go to each Regional Headquarters; and 2 copies to each District Office.

When the supply of this one-time distribution is exhausted at the 50 largest offices, and when inquiries are made at any other offices, customers should be informed that single free copies of the handbook may be ordered from the Consumer Information Center, Department 601M, Pueblo, Colorado 81009.—*Customer Services Dept., 1–23–86.*

DMM Revision

Forwarding and Return Services

Please refer to POSTAL BULLETIN 21549, 1–16–86, pages 7, 8, 9, and 10. In Exhibits 159.151 c, d, e, and f the authorized abbreviation for the endorsement "Do Not Forward, Address Correction Requested, Return Postage Guaranteed" is *Do Not Forward—ACR–RPG* **or** *DNF—ACR–Return Postage Guaranteed.* These changes will be incorporated into a future revision to the DMM.

—*Delivery Services Dept., 1–23–86.*

Express Mail International Service—Saudi Arabia

Express Mail International Service items may not be sent to the city of Alkhobar, Saudi Arabia, in addition to the locations already served. All other conditions of service remain the same.

A future revision to the INTERNATIONAL MAIL MANUAL will contain this information.—

—*Customer Services Dept., 1–23–86.*

Interest Rate—Contract Claims

Publication 41, POSTAL CONTRACTING MANUAL, 1-313(h), states the interest rate payable on a claim decided in a contractor's favor (under the Contract Disputes Act of 1978) will be published periodically in the POSTAL BULLETIN.

The interest rate effective for January 1, 1986, through June 30, 1986, is 9.75 percent.

—*Procurement & Supply Dept., 1–23–86.*

COMMUNITY SERVICE RECOGNITION AWARD

Nominations for the Community Service Award will take place during the month of February. This award is given in recognition of employees who participate in communities by serving as volunteers. The award demonstrates the value the Postal Service places on its responsibility to be a good business neighbor through service to the needs of the community.

During National Volunteer Week, April 21–27, each region and headquarters will present the award in acknowledgment of employees who give time to voluntary community service.

All career postal employees are eligible for the Community Service Recognition Award. To be selected for the award, an employee must have demonstrated an exceptional contribution or individual achievement in volunteer community work which reflects credit on the U.S. Postal Service and on the individual as a postal employee.

Beginning with February 1, 1986, anyone may nominate a career postal person to any postmaster. Nominations must be received not later than March 5, 1986. A nomination form is printed on page 5 of this bulletin and forms will be made available at each postal facility. Additional nomination forms may be obtained from the Regional General Manager, Public & Employee Communications. Headquarters groups and/or Headquarters related units may obtain nomination forms from the Public & Employee Communication Department, Washington, D.C.

Postmasters will forward nominations to Sectional Center Managers, who will evaluate the nominations, select an MSC winner each and then forward their nominations to the District by March 21, 1986. Other units reporting to Districts will select facility winners and send their nominations to the District by March 21, 1986. Each District will evaluate the recommendations, select a winner and forward the nomination to the Regional General Manager, Public and Employee Communications no later than April 4, 1986. Headquarters groups and/or departments and Headquarters-related units will submit recommendations to the General Manager, Public Affairs Division, not later than April 4, 1986.

The Regional Postmaster General and the General Manager, Public Affairs Division (for Headquarters), or their designees, will evaluate the recommendations, and select a winner from among their nominees.

—Public & Employee Communications Dept., 1–23–86.

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs shall not request them without application by the sponsors.

Heart Fund

February 1–February 28, 1986.

Save Your Vision Week

February 1–March 10, 1986.

Forest Fires

AL, AK, FL, GA, LA, MS, NC, OK, SC, TN, TX—February 1–April 30 and October 1–November 30, 1986.

CT, DE, DC, KY, ME, MD, MA, NH, NJ, NY, PA, VT, RI, VA, WV—March 1–May 31, and September 1–October 31, 1986.

CA—May 1–October 1, 1986.

AZ, CO, ID, KS, MT, NE, NV, NM, VT, ND, SD, WY—May 1–October 31, 1986.

OR, WA—February 1–March 31, and June 1–September 30, 1986.

—Rates & Classification Dept., 1–23–86.

Directives Update

The following revised directives have been issued and are available now from the Supply Centers. See Pub. 23, *Directives Catalog*, for ordering instructions.

Revised Directives

Document and date	Title	Oldest usable date
HBK F46, TL3 09/85.	*In-Office Cost Sampling System Mail Identification Samples.*	09/85
KIT 3, 09/85	*Benjamin Franklin Stamp Club Organizing Kit.*	09/85
L 42, 12/85	*Express Mail International Service.*	12/85
N 12, 11/85	*Postal Customers Council Membership Certificate.*	11/85
POS 7, 11/85	*Rules & Regulations Governing Conduct on Postal Property.*	11/85
PUB 148, 11/85	*Directory of ZIP + 4 Coding Services.*	11/85

Note: It is important to order items with the type of identification used by the supply center computers. For your information, HBK represents Handbook; L, Label; N, Notice; PUB, Publication and SGN, Sign.

—Office of Data Management, 1–23–86.

FORMS UPDATE

Forms Update is a monthly article listing changes in forms used by the Postal Service nationwide. This list reflects only the forms that are available from the Supply Centers. It does not include experimental forms; forms designed for limited or local use; or forms not stocked in the Supply Centers. Forms that are not stocked are distributed directly to the offices required to use them.

Forms are categorized as new or revised, and are listed in order by number within each category. In the revised category, the third column indicates the date of the oldest issue that may still be used. When only the current issue may be used, the revised issue date will be listed. A list of forms that are now obsolete is noted also.

New Forms

Form number and date	Title
1516, 10/85	*Hold Harmless Agreement*
1516A, 10/85	*Vehicle Hold Harmless Agreement*
1517, 10/85	*Proclamation of Forfeiture*
1518, 10/85	*Petition to Proceed in Forma Pauperis (Wave Bond Based on Poverty)*
1519, 10/85	*Vesting of Title in the United States*
2548–4, 09/85	*Individual Training Record—Tractor Trailer Operator*
SF 126, 07/78	*Report of Personal Property for Sale* (New for Supply Centers)

Revised Forms

Form number and date	Title	Oldest usable date
929, 10/85	*Major Facility Planning Data*	01/85
1136A, 10/85	*Test of Federal Government Mail—Other Agencies.*	10/85
1628, 10/85	*Individual Key Record*	03/72
2053A, 11/85	*Financial Audit Data Report—Variables.*	11/85
2240, 09/85	*Pay Leave or Other Hours Adjustments Request.*	12/84

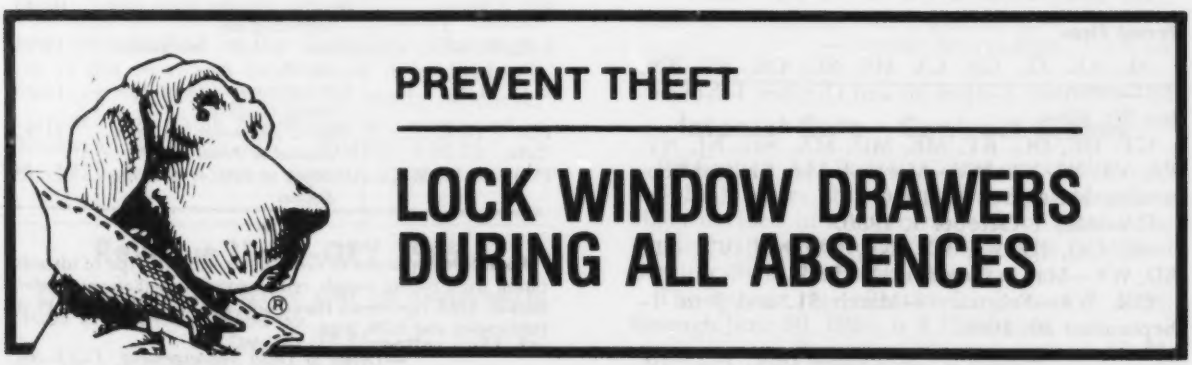
Revised Forms—Continued

Form number and date	Title	Oldest usable date
2912, 05/85	*Exchange of Articles-Dispatches—Trial Bulletin C27.*	05/71
3228, 11/85	*Stamp Stock Requisition for Self Service Vending Equipment.*	11/85
3502, 10/85	*Application for Second-Class Mail Privileges.*	08/82
3511, 10/85	*Application for Second-Class (Requester) Mail Privileges.*	08/83
3602A, 10/85	*Daily Record of Meter Register Readings.*	01/83
3849B, 10/85	*Delivery Reminder of Receipt*	02/78
3973, 11/85	*Military Leave Control*	11/85
4326, 10/85	*USPS National Five Digit ZIP Code and Post Office Directory Order.*	08/81
4575A, 11/85	*Five Day Summary—Motor Vehicle Service.*	05/80
4582, 10/85	*Operator's Record*	10/85
4872, 10/85	*Claim for Subsistence Expenses—Temporary Quarters.*	10/85
5942, 10/85	*Evaluation for Initial Level Supervisor Position.*	10/85
7283, 11/85	*Evaluation Worksheet for Food Service Proposals (Cafeteria).*	04/78
7434, 11/85	*Negotiator's Report*	12/74
TD W4, 01/86	*Employees Withholding Allowance Certificate.*	01/86

Obsolete Forms

Form number and date	Title	Obsolete date
530, 12/70	*Facsimile Address*	01/86
2548–A, 04/84	*Individual Training Record—City Letter Carrier* (Repl'd by 2548–1).	12/85
2637, 10/74	*Postal System Examiner's Quarterly Report of Exam. of the System for Estimating Revenue Pieces & Weight Mail.*	01/86

—Office of Data Management, 1–23–86.



COMMUNITY SERVICE AWARD NOMINATION FORM (Please print or type)

NOMINATE A POSTAL EMPLOYEE WHO IS AN OUTSTANDING VOLUNTEER

The Postal Service and its employees have always been dedicated to a voluntary program of community outreach. In recognition of the many hours our employees give to community service, the Postal Service will honor outstanding volunteers with a Community Service Award.

ELIGIBILITY AND SELECTION CRITERIA

To be selected for the Community Service Award a career employee must have demonstrated an exceptional contribution or individual achievement in volunteer community work which reflects credit on the U.S. Postal Service and on the individual as a postal employee.

NOMINATIONS

It is simple to nominate someone for this award. An employee may nominate oneself or anyone inside or outside the Postal Service may nominate a career postal employee. Just fill out the nomination form and mail it to your Postmaster or Installation Head no later than Feb. 28, 1986.

Nominee's Name _____ SSN _____

Grade Level _____ Job Title _____

Post Office _____ Unit _____ Location _____

Telephone Number _____ Total Years Postal Service _____

List below the voluntary community activities the nominee performed. Describe the activities and estimate the average number of hours served in each activity. Attach another page if necessary. In addition, please submit other biographical data; for example, family, hobbies, military service, place of birth. Also include one 8 x 10-inch glossy print (black and white) of the nominee involved in community service.

I, _____ (nominee's signature) authorize the use of pictures and narrative, including personal data, for promotional purposes.

_____
Name of Community Service Group or Activity

_____
Name of Person in Charge

_____
Address City/Town State Zip Code

_____ _____
Area Code/Telephone Number Average Volunteer Hours Per Month

_____ _____
Type of Volunteer Service How long has the nominee been a volunteer?

Please summarize the community service/activities. Comment on the degree of participation, results achieved and significant changes that have been brought about because of the nominee's volunteer efforts.

_____

_____

_____

_____

Stamp Collecting Commemorative Stamp Booklet

Stamp Poster 86-3

Copyright material has been deleted, not available for Microfiche Edition.

Stamp Collecting Commemorative Stamp Booklet

A booklet of eight commemorative stamps will be issued January 23 in State College, Pennsylvania, in celebration of the hobby of stamp collecting. It will be the first U.S. commemorative stamp booklet and will contain two identical panes of four 22-cent stamps each.

On the same day the U.S. stamps are issued, the Swedish postal administration will issue a STOCKHOLMIA 86 IV (Stamp Collecting) booklet containing a single pane of four stamps commemorating philately. The Swedish stamps are the fourth produced by that nation to focus attention on the international stamp exhibition to be held next year in Stockholm.

The U.S. Stamp Collecting booklet will pay tribute to the centennial in 1986 of the Smithsonian Institution's first acceptance of philatelic items, and to the American Philatelic Society (APS), which will celebrate its 100th anniversary this year.

Three of each country's stamp designs will be unique, but one design, prepared by Sweden's Eva Jern, will be used for both one of the U.S. and one of the Swedish stamps. The design (number 3 pictured above) shows two Swedish stamps on an album page and a 1938 three-cent U.S. stamp under a magnifying glass. All three stamps commemorated the tricentennial of Swedish-Finnish emigration to America.

Design number one shows a representation of several two-cent George Washington stamps issued in 1883 and still in use in 1886. It also pictures a variety of other antique philatelic items, including a membership card from the American Philatelic Association, the forerunner of the APS.

A young boy is shown working with his stamp collection in design number two. Among the stamps in the boy's album is the Dogs block of four issued in 1984.

Design number four features one of four Presidents miniature sheets to be issued on May 22 in conjunction with the opening of AMERIPEX '86, the international philatelic exhibition to be held near Chicago, Illinois.

As is the case with all commemorative stamps, the U.S. Stamp Collecting booklet will be sold at all post offices and also will be available by mail order from the Philatelic Sales Division (Item No. 0624).

Procedures for ordering U.S. first day of issue cancellations are as follows:

Customers affixing stamps: Customers are encouraged to purchase the U.S. stamps at post offices

and affix them to their envelopes. Covers with customer-affixed stamps will be given preferential service.

All envelopes must be addressed on the right side at least ⅝ of an inch from the bottom and peelable return address labels are recommended for this purpose. The stamp(s) must be affixed in the upper right corner approximately one quarter inch from the top and from the right side. Requests should be postmarked by March 24 and addressed to: Customer-Affixed Envelopes, Postmaster, State College, PA 16801–9991. (The ordering deadline for first day cancellations has been extended an additional 30 days, to a total of 60 days.)

By special agreement between the U.S. Postal Service and the Swedish postal administration, the Swedish STOCKHOLMIA 86 IV stamps will be available to U.S. customers at selected Philatelic Centers and by mail order from the Philatelic Sales Division (Item No. 0876). Full booklets of the stamps cost $1.50 and orders must be received by March 31. Individual stamps will not be sold. The Swedish stamps will not be available at post offices.

The Postal Service emphasized that Swedish first day cancellations of the STOCKHOLMIA 86 IV stamps will not be available for covers submitted by mail. Sweden will apply its cancellations in the U.S. only at the ceremony site in State College.

Combination covers bearing the stamps of both nations may be submitted for U.S. cancellation. However, the Swedish stamp(s) must be affixed close enough to the U.S. stamp(s) so that a single U.S. cancellation may be applied to both. U.S. cancellations will not be applied solely to Swedish stamps.

Postal Service affixing stamps: Except for affixing stamps and addressing orders, follow the procedures listed above. Full U.S. booklet panes of four stamps only will be affixed by the Postal Service at a cost of 88 cents each. Personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash. Stamps are unacceptable as payment. Orders must be postmarked by March 24 and addressed to: Stamp Collecting Stamps, Postmaster, State College, PA 16801–9992.

The Postal Service also will affix to covers full panes of the U.S. stamps and full panes of the Swedish stamps for a single U.S. first day of issue cancellation. The cost is $2.38 for each cover bearing both nations' stamps.

Maximum Cards: Both the U.S. and Sweden will produce sets of four maximum cards each in connection with their commemorative stamp booklets.

One of the four U.S. maximum cards features an 1898 photograph of American Philatelic Association members at the annual convention. On request, the Postal Service will affix to that card the stamp featuring antique stamps and philatelic items.

President Franklin D. Roosevelt is shown working on his stamp collection on the second card. The stamp depicting the 1986 Presidents miniature sheet will be affixed to this card.

The third card shows the Philatelic Truck, a mobile stamp display for young collectors which traveled the country from 1939 to 1941. Affixed to that card will be the Stamp Collecting stamp which shows a young boy placing stamps in an album.

The fourth card reproduces a painting which served as the basis for the 1938 U.S. stamp that commemorated the tricentennial of Swedish and Finnish emigration to America. The U.S. stamp which incorporates the design common to both the U.S. and Swedish Stamp Collecting booklets will be affixed to this maximum card.

The U.S. maximum cards will be available from the Philatelic Sales Division in both mint and canceled form, and stamped cards will be canceled with the January 23 first day cancellation. Philatelic centers will sell only full sets of four stamped and canceled cards. Individual cards may be purchased only by mail order from the Philatelic Sales Division.

Mint U.S. maximum cards will be sold for 50 cents each. Individual cards bearing a stamp and first day cancellation cost 72 cents. Mint cards will cost $2.00 per set, and full sets with stamps and cancellations, $2.88.

The Swedish maximum cards will be sold only in full sets with canceled Swedish stamps affixed, and will be available at selected Philatelic Centers and by mail order from the Philatelic Sales Division. The price is $2.50 per set, and orders must be received by March 31.

The item numbers for ordering the U.S. and Swedish maximum cards from the Philatelic Sales Division are listed below:

Number	Item
878A	APS Convention (Mint)
878E	APS Convention (Canceled)
878B	Philatelic Truck (Mint)
878F	Philatelic Truck (Canceled)
878C	Swedes and Finns (Mint)
878G	Swedes and Finns (Canceled)
878D	Franklin D. Roosevelt (Mint)
878H	Franklin D. Roosevelt (Canceled)
878I	Set of four canceled U.S. maximum cards
0877	Set of four canceled Swedish maximum cards

After local stocks of the U.S. stamps are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–3
Remove after March 24

PLEASE POST ON BULLETIN BOARD

Copyright material has been deleted, not available for Microfiche Edition.

Hugo L. Black Regular Stamp

A five-cent regular Great Americans Series stamp honoring Supreme Court Justice Hugo L. Black will be issued in Washington, D.C., on February 27, the centennial of his birth. It will go on sale at post offices nationwide on February 28.

Designed by Christopher Calle of Stamford, Connecticut, the single-color engraved stamp features a solemn rendering of the distinguished justice.

Hugo LaFayette Black was born in Harlan, Alabama, on February 27, 1886. After a noteworthy career as an attorney, police judge and county solicitor, Black was elected to the U.S. Senate in 1926. He swiftly became the voice of Senate liberals, helping pass much of President Franklin Roosevelt's "New Deal" legislation, including the establishment of the Tennessee Valley Authority and federal wage and hour laws.

In 1937, President Roosevelt named Black to the Supreme Court, where he became an ardent crusader for First Amendment protection. For more than three decades on the bench, Black advocated the enforcement of antitrust laws, racial desegregation and the protection of the rights of American citizens abroad. Generally, his was the liberal viewpoint in an otherwise conservative Court.

Black died in Washington, D.C., on September 25, 1971, one week after retiring from the Court.

Procedures for ordering first day cancellations are as follows:

Customers are encouraged to buy stamps and affix them to their own envelopes. All envelopes must be addressed on the right side at least ⅝ of an inch up from the bottom, and peelable return address labels are recommended. Customers are reminded that at least 17 cents additional postage must be affixed to meet the minimum First-Class rate for letters. Uncanceled stamps issued prior to February 27 may be used for this purpose, but envelopes to which stamps issued after February 27 are affixed will be returned unserviced. Mail covers by March 29 to: Customer-Affixed Envelopes, Hugo L. Black Stamp, Postmaster, Washington, DC 20066–9991. No remittance is required.

The Postal Service will affix stamps when requested to do so, and will use a 17-cent Electric Auto stamp and one Hugo L. Black stamp to meet the minimum First-Class rate. The cost is 22 cents for affixing the three stamps. Mail orders by March 29 to: Hugo L. Black Stamp, Postmaster, Washington, DC 20066–9992. Personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash.

A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–4
Remove after March 29

PLEASE POST ON BULLETIN BOARD

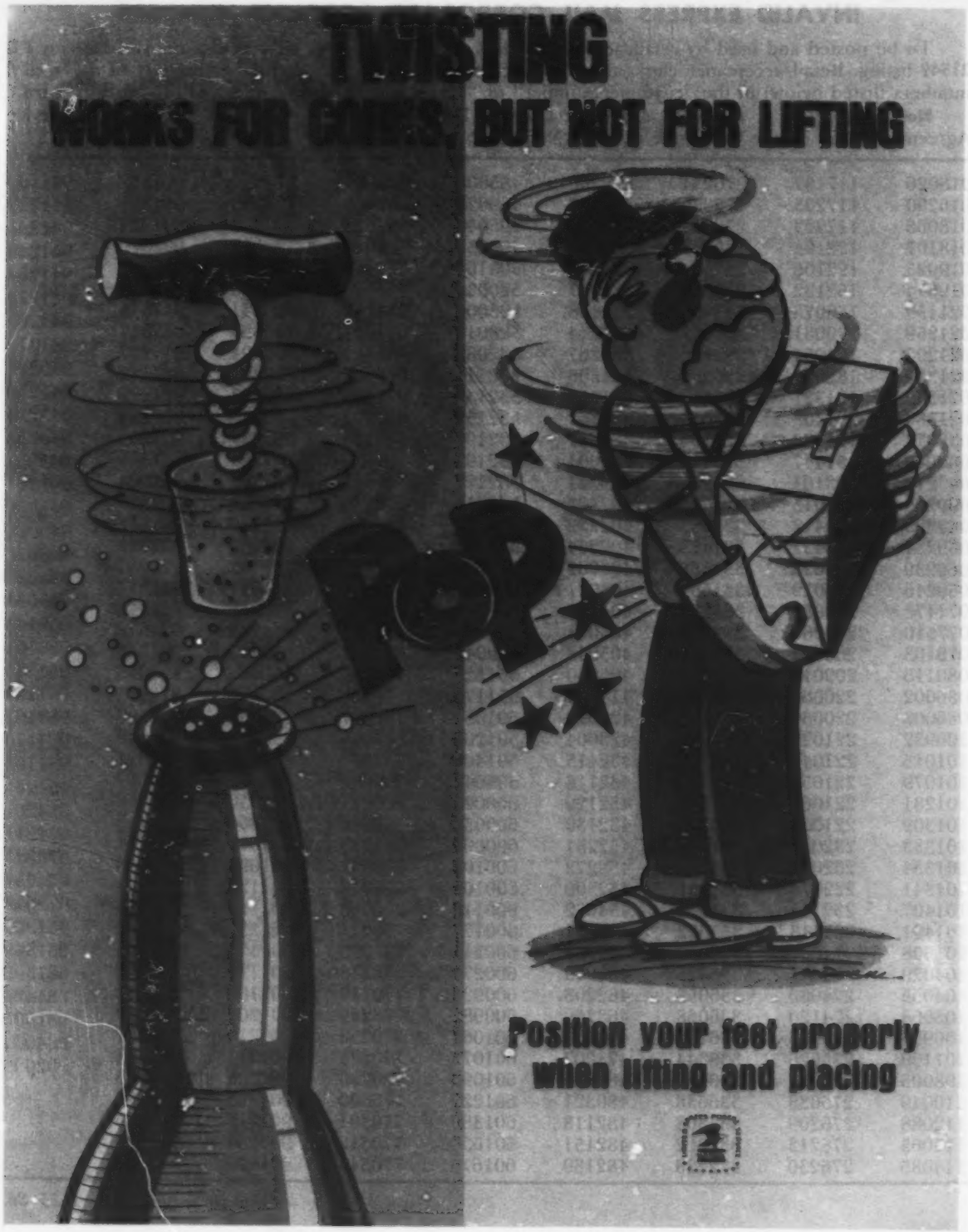
INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21549** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

016026	117187	276231	372250	485003	605021	770359	901302	941199
016290	117203	277035	374087	489028	607603	770459	901321	941227
018066	117223	279014	376070	495044	607622	770513	901324	941241
018107	122103	280033	381008	496030	622040	770545	902379	941246
019025	122106	282194	381050	503164	622068	770810	902384	941257
019044	152132	283001	381147	520029	624006	770818	913392	941273
021159	170073	288002	381158	528006	631182	770831	917515	941283
021259	170081	288003	381244	528010	631247	770854	917517	941312
021297	171054	292176	381267	532082	631311	778004	917527	945233
021330	188001	296098	381306	532114	666062	782261	921182	945250
021342	191321	296112	381359	532146	672105	785003	921222	945254
021383	191403	327073	381361	532152	681101	785049	921298	945255
038074	191426	325108	381381	532190	681124	787237	921300	945257
064049	191447	328119	382004	532194	701077	787264	921301	945261
069212	193101	328122	393041	532197	701448	787302	921304	945266
069215	196015	329029	402202	532215	706035	790082	921318	946096
069223	200412	331063	402222	532222	706073	794010	921322	948026
069234	200432	331470	402234	532231	708065	794065	921331	948028
069239	206023	331585	403009	532235	711195	799142	921333	949034
069246	206029	331586	403011	548001	711210	815031	921334	950143
071472	208055	333274	404100	548002	713029	837052	921343	950161
077510	208066	333286	405011	548003	723003	841233	921346	951145
078103	208072	333356	405048	549045	750077	850327	921358	951160
080116	209017	333373	405050	551125	750094	850405	924098	951167
086002	220063	333705	414001	551170	750102	850425	926595	951179
086003	220069	333707	420010	591051	752027	856006	926598	951188
100932	221028	333726	423004	591200	752236	895107	926603	954203
101015	221046	333730	432115	591400	752552	900627	926641	954207
101079	221058	334002	432118	598042	760007	901018	926667	972215
101281	221065	334116	432129	600003	760228	901056	926668	972227
101309	221068	334142	432130	600059	761049	901066	926745	974057
101333	232002	334169	452251	600099	761295	901079	926751	975015
101334	232074	334177	452272	600102	770032	901099	926753	981327
101341	232078	335031	452300	600109	770044	901125	926773	981349
101407	232111	335033	454082	600112	770068	901128	926786	981398
101491	232113	335062	460001	600177	770071	901130	927275	981424
101508	271007	336019	461003	600211	770093	901131	927308	981500
104029	271075	336025	462049	600274	770218	901133	927320	984064
104055	274086	336053	462203	600923	770219	901186	928110	992093
105068	274120	336068	462209	600982	770249	901202	931069	
106953	275025	336152	468057	601061	770258	901210	940147	
107100	275026	336344	478007	601073	770273	901211	940191	
108005	275052	336452	480305	601093	770296	901225	940238	
110049	276038	336638	480321	601222	770300	901235	940267	
112088	276209	336808	482118	601380	770301	901247	940285	
114065	276213	337062	482151	601630	770312	901284	941091	
114085	276230	372228	482189	601675	770342	901296	941116	

—Customer Services Dept., 1–23–86


TWISTING
WORKS FOR CORKS, BUT NOT FOR LIFTING
POP
Position your feet properly
when lifting and placing

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21548 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
269 942 9300 to 9999
269 943 0000 to 0999
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
274 609 4285 to 4299
274 990 9045 to 9099
275 628 6344 to 6399
276 540 8653 to 8699
277 138 2424 to 2499
277 182 3933 to 3999
277 579 5683 to 5699
278 329 7023 to 7099
278 329 7119 to 7199
278 364 7000 to 7099
278 965 4400 to 4499
278 965 4900 to 4917
278 965 5300 to 5499
279 022 5467 to 5499
279 083 2729 to 2799
279 256 2135 to 2199
279 436 9365 to 9399
279 795 6200 to 6399
279 941 8435 to 8499
280 255 8618 to 8647
280 261 3139 to 3199
280 340 7356 to 7899
280 619 5719 to 5732
281 104 4550 to 4599
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 566 7600 to 7699
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru 297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru 300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru 302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 412 9028 to 9099
348 535 1703 to 1728
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 851 4259 to 4299
363 853 7582 to 7799
363 855 3766 to 3778
363 861 7600 to 7899
364 467 6102 to 6199
364 727 0251 to 0299
366 772 6702 to 6799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

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PENALTY FOR PRIVATE USE TO
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FIRST CLASS

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City | State | ZIP + 4 Code

(or) Country

Please Print

Customer's Telephone No.'s
Area Code | Home | Area Code | Office

Old Quantity _____

New Quantity _____

Signature of Designated Approving Manager

Effective Period: *Postal Bulletin articles are effective for one year unless otherwise specified.* **Schedule:** The Bulletin is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260–1571. **Distribution:** USPS distributes the Bulletin to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of Bulletin articles appears early in the months of January, April, July, and October; a yearly index appears early the following year.

21551

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21551—January 30, 1986—8 Pages

Business Calling Cards—New Delivery Schedule and Pricing

Effective January 20, 1986, modification number 1 to the Basic Pricing Agreement (BPA) with Copy Graphics, Order Number 104230-85-R-1867, will implement new pricing and an improved delivery schedule for business calling cards.

The new prices will be $8 for 250 cards and $10 for 500 cards. Consideration should always be given to ordering cards in lots of 500, if the utilization rate warrants, as the price per card is one cent less in 500-lot orders. Regions should not contract directly for cards unless better terms can be arranged than those available under the national BPA. Under the new schedule, orders received from Monday through Friday of each week will be filled and (mailed) on Wednesday of the following week.

Each regional Procurement Division has been furnished a supply of Form 1868, *Business Card Order,* incorporating the new prices. All Forms 1868 must be typed. Hand written orders are often illegible, causing delays and misdirected shipments. Orders with insufficient funds received by Copy Graphics after January 20, 1986 will be returned to the ordering office for resubmission. All questions concerning contract performance and deliveries should be reported to the General Manager, Printing Division (PEN 268-4900). Do not contact the contractor directly.—*Procurement and Supply Dept., 1-30-86.*

Inventory of $2.00 Regular Stamps

The Bureau of Engraving and Printing has depleted its inventory of the $2.00 Kerosene Lamp postage stamp, item 092, and it would not be economical to reprint a small supply to satisfy postmasters requisitions since a replacement $2.00 stamp will be issued in March.

Postmasters should work from their current inventory of the $2.00 stamp. If stock of the $2.00 stamps has been depleted, associate offices are to requisition the stamps from their stamp distribution offices and stamp distribution offices from their regional accountable paper depositories. Post offices may also substitute $1.00 regular stamps.

Unfilled requisitions for Item 092 currently at the Bureau will be converted to the new $2.00 stamp when it is available.

—*Customer Services Dept., 1-30-86.*

Standard Mail Classification Training Program

Management Instruction, *Standard Mail Classification Training Program,* filing number EL-730-85-3, dated 5-14-85, outlines policy, guidelines, and procedures for the Standard Mail Classification Training Program for Bulk Mail Clerks, Bulk Mail Technicians, Mailing Requirements Clerks, and Mail Classification Clerks, identified as senior qualified bidders according to the applicable provisions of Article 37 of the USPS APWU/NALC National Agreement.

Section VI.2.c. should read: "Self-study will be conducted on-the-clock." The balance of this section is deleted.

A future issue of this Management Instruction will incorporate this change.

—*Employee Relations Dept., 1-30-86.*

International Mail—Libya

Effective February 1, 1986, merchandise posted by mail to Libya in letter packages, small packets and parcel post is limited to the donation of articles of food, clothing, medicine, and medical supplies which are intended strictly for medical purposes.

Air and surface letters, post cards, aerogrammes, matter for the blind and publications mailed to Libya are **not** affected by this notice.

This notice is in accordance with Executive Order 12543 of January 7, 1986.

Make note of the merchandise restrictions in the Libya Country Information Sheet, INTERNATIONAL MAIL MANUAL.

—*Rates & Classification Dept., 1-30-86.*

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P1.3.

All personnel processing mail for dispatch abroad

Foreign Order No. 146

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

Metrex International
P.O. Box 65810, Postal Station F
2160 Commercial Drive
and
Ellen Paquette
P.O. Box 65810, Postal Station F
2160 Commercial Drive
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 1–30–86.*

DMM Revision

Money Orders

Present issuance procedures require money orders to be issued on a money order imprinter. It is anticipated that in the near future money orders will be issued by computer driven systems. Effective immediately, in order to permit computer generated money orders, DOMESTIC MAIL MANUAL 941.131 (DMM) is revised as follows:

941 Money Orders

* * * * *

.13 Issuance Procedures

.131 General. Money orders will be issued on the money order imprinter provided to issuing offices or by other authorized postal systems. *Handwritten issuance is prohibited.*

These changes will be incorporated into a future revision to the DMM.

—*Rates & Classification Dept., 1–30–86.*

ELM Corrections

Labor Organizations

Please make the following corrections to the article that appeared in POSTAL BULLETIN 21544 (12–12–85), pages 15 to 16, with reference to the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM), Chapter 9.

913.3(a)(1)	Federation of Postal Security Police should be changed to read: "Federation of Postal *Police Officers*"
913.51(a)	First sentence should be changed to read: "An individual who enrolled in any organization prior to July 1, 1971 . . ."

—*Labor Relations Dept., 1–30–86.*

Corrections

Forms Update

The following General Services Administration (GSA) forms were incorrectly identified as obsolete in POSTAL BULLETIN 21547 (1–2–86). These forms are no longer stocked at the supply centers, but can be ordered through the GSA supply system by the authorized FEDSTRIP activities listed in Publication 24, *Supply Catalog,* Section 141.

SF 120, 04/57, *Report of Excess Personal Property*
SF 120A, 04/57, *Report of Excess Personal Property*
SF 344, 02/74, *Multi-Use Standard Requisitioning/Issue System Document.*

—*Procurement & Supply Dept., 1–30–86.*

IMM Revision Correction

Express Mail International Service—Saudi Arabia

Express Mail International Service items may **now** be sent to the city of Alkhobar, Saudi Arabia, in addition to the locations already served. All other conditions of service remain the same.

A future revision to the INTERNATIONAL MAIL MANUAL will contain this information.

—*Customer Services Dept., 1–30–86.*

DOMESTIC ORDERS

False Representation. Enforced by Postmaster at city listed.

State/city	Names covered	Product
LA, Prairieville 70769–9517	I.M. Stallings, 18171 Diaz Road	The Home Mailer's Program.

—*Judicial Officer, 1–30–86.*

DMM Revision

APPLICATION FOR EXCEPTIONAL DISPATCH

Effective immediately, DOMESTIC MAIL MANUAL (DMM) sections 445.2, 445.3, and 445.4 are revised to require publishers who request authorization to deliver copies of second-class publications, at the publisher's own expense and risk, from the post office of original entry or post office of additional entry to other post offices, to submit documentation that will allow the approving offices to verify the number of copies qualifying for and mailed at the various presort level discount rates (Levels B, C, E, F, H, I, and K). Publishers presently authorized exceptional dispatch privileges must also comply with the revised regulations.

The DMM is revised as follows:

445.2 Application. The publisher must file an application for such exceptional dispatch at the office of original or additional entry where the postage is paid on the copies to be transported. The application must fully explain the proposed exceptional dispatch, and must include information regarding the mode of transportation and approximate time of arrival. It must also include information on the number of pieces qualifying for and mailed at the various presort level discount rates (Levels B, C, E, F, H, I, and K). If the number of pieces qualifying for, and mailed at, any such rate change more than two percent, the publisher must file an amended application with the approving office. The application may be filed jointly with applications for original entry, reentry, special rates, or filed separately. A form is not provided for this application.

445.3 Approval or Denial. The postmaster at the office of original or additional entry will approve or deny the application on the basis of whether the requested exceptional dispatch will improve service and not add to USPS costs. This postmaster will notify other post offices concerned and the sectional center manager of the approved arrangements and include a list detailing how the sacks or outside bundles will be labeled, the mode of dispatch, arrival particulars, and the approximate total number of copies qualifying for and mailed at the various presort level discount rates (Levels B, C, E, F, H, I, and K). Copies will not be accepted at another office directly from the publisher until the postmaster at the entry office where postage will be paid has made proper notification as provided above.

445.4 Verification. At least once every 3 months, the accepting office will verify, and provide to the approving office, the number of copies received directly from the publisher and must include information on the issue verified and the number of pieces qualifying for and mailed at the various presort level discount rates (Levels B, C, E, F, H, I, and K). The approving office must compare this information with that provided by the publisher. Discrepancies revealed during verification must be resolved immediately with the publisher. Denial of an application for exceptional dispatch may be appealed to the Manager, Revenue Protection Branch, of the region within which the denial was made. That manager will issue the final decision.

These changes will be incorporated into a future revision to the DMM.

—Rates & Classification Dept., 1–30–86.

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DEPOSITORY 326

All personnel processing mail for dispatch abroad

FOREIGN ORDER NO. 145

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

Fairway
P.O. Box 2879
Winnipeg, Manitoba

Lexican of Canada
P.O. Box 94500
6871 Number 3 Rd.
and
Arthur Gore
P.O. Box 94500
6871 Number 3 Rd.
Richmond, B.C.

Rocky Mountain Marketing
Box 94210
Richmond MPO, B.C.

FINAL ORDERS

The tentative *Lottery Orders* issued against the following have become final:

CANADA

Viceroy Marketing
P.O. Box 7200, Postal Station D
867 Goldstream Avenue
and
Harvey Germaine
P.O. Box 7200, Postal Station D
867 Goldstream Avenue
Victoria, B.C.

Viceroy Marketing
P.O. Box 1029, Postal Station A
508 W. Hastings Street
and

CANADA—Continued

Raymond Johns
P.O. Box 1029, Postal Station A
508 W. Hastings Street
Vancouver, B.C.

Horizon International
P.O. Box 520
and
Member Application
P.O. Box 520
Brampton, Ontario

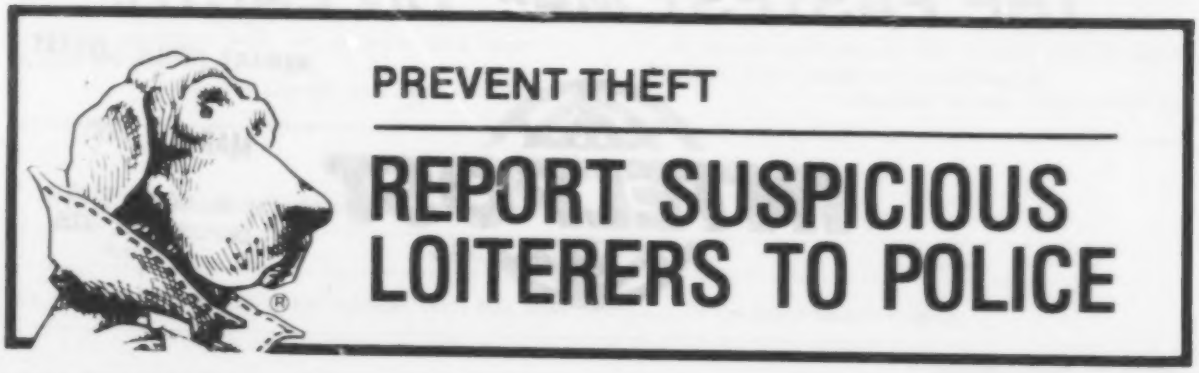
Viceroy Marketing
P.O. Box 67548, Postal Station O
5960 Fraser Street
and
Beatrice Harwood
P.O. Box 67548, Station O
5960 Fraser Street
Vancouver, B.C.

FEDERAL REPUBLIC OF GERMANY

H.G. Schulze
Ebertallee 33
P.O. Box 520652
D–2000 Hamburg 52

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed *Foreign Order Mail* and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 1–30–86.*



INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21550** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

016026	117223	279014	374087	503164	607622	770810	901302	941116
018066	122103	280033	376070	520029	622040	770818	901321	941199
018107	122106	282194	381008	528006	622068	770831	901324	941227
019025	152132	283001	381050	528910	624006	770854	902379	941241
019044	170073	288002	381147	532082	631182	778004	902384	941246
021159	170081	288003	381158	532114	631247	782259	912036	941257
021259	171054	296098	381244	532146	631311	782261	912231	941273
021297	188001	296112	381267	532152	666062	785003	913392	941283
021342	191321	327078	381306	532190	672105	785049	917515	941312
038074	191403	328108	381359	532194	681101	787237	917517	945233
064049	191426	328119	381361	532197	681124	787264	917527	945250
069212	191447	328122	381381	532215	701077	787302	921182	945254
069215	193101	329029	382004	532222	701448	794010	921222	945255
069223	196015	331063	393041	532231	706035	794065	921298	945257
069234	200412	331470	402202	532235	706073	799142	921300	945261
069239	200432	331585	403009	548001	708065	815031	921301	945266
069246	206023	331586	403011	548002	711195	837052	921304	946096
071472	206029	333274	404100	548003	711210	841233	921318	948026
077510	208055	333286	405011	549045	713029	850327	921322	948028
078103	208066	333356	405048	551125	723003	850405	921331	949034
080116	208072	333373	405050	551170	750102	850425	921333	950143
086002	209002	333705	414001	591051	752236	856006	921334	950161
086003	209006	333707	420010	591200	752552	895107	921343	951145
100932	209017	333726	423004	591400	760007	900075	921346	951167
101015	221028	333730	432115	598042	760029	900627	921358	951188
101079	221046	334002	432118	600003	760228	901018	924098	954203
101281	221065	334116	432129	600059	761049	901056	926598	954207
101309	221068	334142	432130	600099	761295	901066	926603	972215
101333	232002	334169	452251	600102	770032	901079	926641	972227
101334	232074	334172	452300	600109	770044	901099	926667	974057
101341	232078	335031	454082	600112	770068	901125	926668	975015
101407	232111	335033	460001	600177	770071	901128	926745	981293
101491	232113	335062	461003	600274	770093	901130	926751	981327
101508	271007	336019	462049	600923	770218	901131	926753	981349
104029	271075	336025	462203	600982	770219	901133	926773	981398
104055	274086	336053	462209	601061	770249	901186	926786	981424
105068	274120	336068	468057	601073	770258	901201	927275	981500
106953	275025	336152	478007	601093	770273	901202	927308	981511
107100	275026	336344	480094	601222	770300	901210	927320	981559
108005	275052	336452	480281	601380	770301	901211	928110	984064
110049	276038	336638	480307	601558	770312	901225	931069	992093
112088	276209	336808	482118	601630	770342	901226	940147	
114065	276213	337062	482151	601675	770359	901235	940191	
114085	276230	339003	482189	605021	770459	901247	940238	
117187	276231	372228	485003	607116	770513	901284	940285	
117203	277035	372250	489028	607603	770545	901296	941091	

—Customer Services Dept., 1–30–86.

IMM Correction

CORRECTIONS TO THE NEW INTERNATIONAL MAIL MANUAL

Pen and ink changes must be made to several rate charts in Transmittal Letter 3, dated July 4, 1985, of the INTERNATIONAL MAIL MANUAL. Please make the following changes:

1. Correct the air parcel post rate for weight cells 33 lbs. 8 ozs., which reads $107.05, to $107.55, and 34 lbs., which reads $109.55, to $109.05 for the following countries:

Andorra	Suriname
Austria	Switzerland
Bolivia	(Including
Colombia	Liechtenstein)
Ecuador	Tuvalu
Guinea	Uruguay
Kiribati	Vanuatu
Luxembourg	Venezuela
Peru	

2. Correct the air parcel post rate for weight cells 34 lbs., which reads $109.55 to $109.05 in the country sheets for Honduras and Nicaragua.

3. Correct the surface regular printed matter rate column for weight cells 5 lbs. through 22 lbs. as noted below in the country sheet for Mexico:

Surface Regular Printed Matter

Weight not over	Delete	Insert
5 lbs. 0 ozs.	$5.83	$4.86
6 0	6.80	5.83
7 0	7.77	6.80
8 0	8.74	7.77
9 0	9.71	8.74
10 0	10.68	9.71
11 0	11.65	10.68
12 0	12.62	11.65

Surface Regular Printed Matter—Continued

Weight not over	Delete	Insert
13 lbs. 0 ozs	$13.59	$12.62
14 0	14.56	13.59
15 0	15.53	14.56
16 0	16.50	15.53
17 0	17.47	16.50
18 0	18.44	17.47
19 0	19.41	18.44
20 0	20.38	19.41
21 0	21.35	20.38
22 0	22.32	21.35

4. Correct the surface parcel post rate column for weight cells 45 lbs. through 50 lbs. as noted below in the country sheet for Great Britain and Northern Ireland:

Surface Parcel Post

Weight not over	Delete	Insert
45 lbs. 0 ozs.	$61.10	$59.80
45 8	62.40	61.10
46 0	63.70	61.10
46 8	65.00	62.40
47 0	66.30	62.40
47 8	67.60	63.70
48 0	68.90	63.70
48 8	70.20	65.00
49 0	71.50	65.00
49 8	72.80	66.30
50 0	74.10	66.30

This information will be incorporated in a future revision of the INTERNATIONAL MAIL MANUAL —*Rates & Classification Dept., 1–30–86.*

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WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
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FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

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MAR 3 1986

U. S. GOVT. PUBS.
DEPOSITORY 378

FIRST CLASS

OFFICIAL POSTAL USE	PUBLIC USE
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PLEASE BE SURE PB ADDRESS LABEL IS ATTACHED WHEN RETURNING FORM.

MasterCard and VISA accepted. Credit Card No. Expiration Date Month/Year

Postal Facility, Company, or Personal Name

Additional Address/Attention Line

Street Address

City | State | ZIP + 4 Code

(or) Country

Please Print

Customer's Telephone No.'s
Area Code Home | Area Code Office

Old Quantity _____

New Quantity _____

_____
Signature of Designated Approving Manager

Effective Period: *Postal Bulletin articles are effective for one year unless otherwise specified.* **Schedule:** The Bulletin is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260–1571. **Distribution:** USPS distributes the Bulletin to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of Bulletin articles appears early in the months of January, April, July, and October; a yearly index appears early the following year.

21552

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21552—February 6, 1986—16 Pages

22-Cent Republic of Texas Commemorative Stamp

The 22-Cent Republic of Texas commemorative postage stamp will be placed on sale March 2, 1986, in San Antonio, TX, and at Washington, TX. This stamp issue commemorates the 150th anniversary of Texas' declaration of independence from Mexico.

This is the 17th stamp to be printed by a private firm under the terms of a contract awarded by the Postal Service on September 8, 1983, and the 24th printed by that firm since 1979.

Do Not Sell Before March 3, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 50.
Collector information is on page 9.

Supply. All post offices will receive their standard automatic distribution quantities for a 50-subject commemorative stamp. *Supplemental requisitions will not be honored at the Bureau of Engraving and Printing for item* ***403.***

Stamp distribution offices requiring additional stamps may order them from their Regional Accountable Paper Depositories using separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.* Limited quantities of this stamp will be shipped to Regional Accountable Paper Depositories for filling supplemental orders. All other post offices requiring additional stamps should immediately requisition them from their stamp distribution offices on separate Forms 17A.

Before requisitioning additional stock, consider that the stock should be depleted prior to May 2, 1986, at all post office outlets except authorized philatelic centers.

—Customer Services Dept., 2–6–86.

Dual Civil Service Retirement/Social Security Coverage for Former Employees Reemployed After Receiving OWCP Benefits

This article supplements information contained on page 3 of POSTAL BULLETIN 21481 dated 10–18–84, *Dual Civil Service Retirement/Social Security Coverage For New Employees.* Information provided in this notice and in the above referenced bulletin should be retained until further notice.

Paragraph **1B2c** of the 10–18–84 POSTAL BULLETIN notice states that persons reemployed under the Rehabilitation Program who retain Civil Service Retirement (CSR) annuitant status are excluded from full Social Security coverage. The following revises this paragraph to read:

c. Former employees receiving compensation from the Office of Workers' Compensation (OWCP) who are reemployed to career positions will be covered by the same retirement system they were under at time of transfer to OWCP rolls. In these situations, continuous receipt of compensation from OWCP is not considered a separation from postal employment, but rather a leave of absence.

—Employee Relations Dept., 2–6–86.

U.S. Savings Bonds earn interest at a guaranteed rate

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P1.3.

DMM Revision

Second-Class Publications of Institutions and Societies

Recent customer inquiries have shown the need for clarification of DOMESTIC MAIL MANUAL (DMM) 422.32 concerning those publications issued by institutions and societies which carry general advertising, the circulation of which is limited mainly to members who pay for their subscriptions through membership dues.

The present language in DMM 422.32c is being interpreted by some as requiring members of an organization to pay not less than 50 percent of the price paid by nonmembers for their subscriptions. The actual intent of this regulation is that organization members will pay not less than 50 percent of the regular subscription price. It is not unusual for publications issued by institutions and societies to have more than one subscription price. For example, there may be a regular subscription price established for members and a different price (generally higher) for nonmembers. The subscription prices established by the publisher for members and nonmembers are not required to be within 50 percent of each other.

Effective immediately, DMM 422.32 is revised as follows:

Chapter 4—Second-Class Mail

* * * * *

422 Types of Authorizations

* * * * *

422.3 Publications of Institutes and Societies

* * * * *

.32 Provisions for General Advertising

* * * * *

c. The circulation must be limited to copies mailed to members who pay either as a part of their dues or assessments, or otherwise, not less than 50 percent of the subscription price regularly charged to other members; to other actual subscribers; to exchanges; and to 10 percent of such circulation as sample copies.

d. When members pay for their subscriptions as a part of their dues or assessments, individual subscriptions or receipts are not required.

These changes will be incorporated into a future revision of the DMM.

—Rates & Classification Dept., 2–6–86.

ZIP + 4 Mailings

A proposed rule, which was published in the January 23, 1986, issue of the *Federal Register*, provides for optional preparation procedures for combined ZIP + 4 Presort First-Class Mail. The proposed rule may be of interest to many First-Class Presort mailers and is expected to be the subject of questions posed to customer service representatives, postmasters and other postal employees. Generally, the proposal calls for elimination of the 5-digit presortation level for combined Presort mailings meeting three basic requirements beyond those applicable to combined Presort mailings today. First, eligible mailings would consist exclusively of mail destined for addresses served by postal automation (defined by 3-digit ZIP Code prefixes). Second, mailings would have to meet or exceed a minimum ZIP + 4 addressing level of 85 percent. Third, all pieces in eligible mailings would have to meet machinability and OCR-readability requirements currently applicable only to ZIP + 4 discount-eligible pieces.

The change would be effected through changes in the DOMESTIC MAIL MANUAL (DMM). Specifically, a new section 366 would be added and titled "Preparation Requirements for Optional Combined ZIP + 4 Presort and Presort First-Class Mailings (Destinating at Automated Sites)." A list of the authorized 3-digit destinations would be included in the DMM as Exhibit 122.63m, and only pieces mailed to those destinations could qualify for mailing under the provisions of 366. At least 85 percent of the pieces in the mailing would have to bear a correct ZIP + 4 code, with a minimum of 500 ZIP + 4 pieces per mailing. Pieces which are part of a group of at least 50 pieces for the same 3-digit area that are physically separated could qualify for the Presort rate. The mailings would have to meet the requirements of 324.3, 324.4, 324.5, 324.61, 365.33, and 365.34, and only 3-digit, SCF and ADC trays would be permitted for the presorted portion of the mailings. Mailings which are presented under the provisions of DMM 365 would not be affected by the 85 percent ZIP + 4 coding requirements and would continue to be presorted to 5-digit and 3-digit separations.

Mailers who would like further information should review the proposed rule, which appears at page 3079 of the January 23 issue of the *Federal Register*, or contact Mr. Gerald Robinson, telephone (202) 268–2983.

—Rates & Classification Dept., 2–6–86.

DOMESTIC ORDERS

False Representation. Enforced by Postmaster at city listed.

State/city	Names covered	Product
FL, Tampa 33674–0671	Maher Publishing, P.O. Box 8671	A lottery or scheme for the distribution of money involving multi-level distributorship enterprises.

—Judicial Officer, 2–6–86.

NEW CHANGE OF ADDRESS KITS

Effective February 8, 1986, the Postal Service will be changing its Change of Address program. A new distribution system and change of address kit will be utilized and a test of prepaid change of address cards will be made.

Customers are requested to advise their local post office when they are moving by filing Form 3575, *Change of Address Order*. Notice 8A (February 1984), *Change of Address Kit*, was available at any post office or from any letter carrier to notify the customer's correspondents of the change of address. Almost all customers who received Notice 8A (February 1984) used it. However, a very small portion of customers who moved actually received Notice 8A.

In order to provide better service by ensuring that virtually all customers who move receive Notice 8A, realize the savings of not forwarding mail, the Postal Service has developed a new change of address distribution system and a new change of address kit, Notice 8A (May 1985). Effective February 8, 1985, the new change of address distribution system and Notice 8A (May 1985) will be utilized at all Computerized Forwarding System (CFS) sites. Any remaining stock of the current change of address kit, Notice 8A (February 1984) must *not* be used after February 8, 1986.

The procedures to be followed for the new change of address distribution system are:

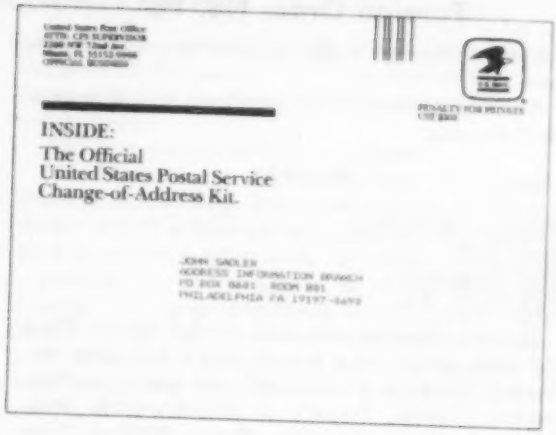
1. Forwarding Instructions. The customer must complete Form 3575, Change of Address Order, and send it to his local postmaster. Delivery personnel must process Form 3575 or other order or telegram immediately upon receipt and send it to their CFS site.

2. Distribution of Notice 8A (May 1985), Change of Address Kit. Upon receipt of Form 3575 or other order or telegram by the CFS site, Notice 8A will be mailed from the CFS site:

a. to the customer's old address, if the effective date of the change of address is six days or more after receipt; or

b. to the customer's new address, if the effective date of the change of address is five or less days after receipt.

Notice 8A (May 1985) will be mailed in a penalty envelope, addressed with a yellow forwarding label as shown.



The penalty envelope containing Notice 8A (May 1985) must be delivered to the addressee, unless there is no such address. If there is no such address, return the penalty envelope to the originating CFS site. If the address is the customer's new address, hold that penalty envelope until delivery can be made.

3. Contents of Notice 8A (May 1985), Change of Address Kit. Notice 8A (May 1985) contains a brochure which explains to mailers the importance of notifying correspondents of their change of address. The brochure also explains what happens to mail that is forwarded and what classes of mail require additional postage for forwarding.

Notice 8A (May 1985) also contains nine *Change of Address Cards*, Form 3576, for mailers to directly notify their correspondents of their change of address. Except at five test CFS sites, the customer must apply First-Class postage to Form 3576, *Change of Address Cards*, contained in Notice 8A (May 1985). At the following test CFS sites, Notice 8A (May 1985) will contain nine *Change of Address Cards*. Form 3576, imprinted with the official United States Postal Service change of address indicia:

> San Antonio, Texas; Santa Ana, California; Columbus, Ohio; Pittsburgh, Pennsylvania; and Flushing, New York.

The test Form 3576 does not require the customer to apply any postage before mailing. The purpose of the test is to determine if more customers will use Form 3576 if they do not have to apply postage.

Notice 8A (May 1985) also includes a *New Address Verification Card*, Form 3575–A for customers to notify their former post office and CFS site forwarding address is inaccurate. Upon receipt of Form 3575–A, the carrier must amend Form 3982 and submit Form 3575–A to his CFS site. The CFS site will modify the data base as indicated by the customer.

4. Use of Form 3576, Change of Address Card with official United States Postal Service change of address indicia. Form 3576, *Change of Address Card*, can be used only for notification of a change of address. All other uses are prohibited.

5. Supply of Notice 8A (May 1985). Supplies of Notice 8A (May 1985) are available *only* at the CFS sites. Supplies of Notice 8A (May 1985) will *not* be available at post offices or from the carrier.

6. Processing and Delivery of Form 3576, Change of Address Card. Form 3576, *Change of Address Card*, must be processed and delivered in accordance with the service objectives of post and postal cards.—*Delivery Services Dept., 2–6–86.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 147

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

Empress Marketing
Box 77129
3366 Kingsway
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10099-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 2-6-86.*

T-1 Revision

Philatelic Mail

Effective February 1, 1986, Handbook T-1, *International Airmail Exchange Office Procedures,* Section 283.4, is revised by eliminating the "no accounting" endorsement, to provide that air carriers will be properly reimbursed for transporting U.S. origin first flight covers. The T-1 is revised as follows:

280 Philatelic Mail

* * * * *

283.4 The C-12, AV-7, and tags used in preparing the dispatches are to be distinctly endorsed "philatelic mail" to provide easy identification.

This change will be incorporated into a future revision of Handbook T-1.

—*Mail Processing Dept., 2-6-86.*

Insured Rubber Stamps

Rubber stamp numbered R 104 (*Insured No.*) has been replaced by Form 3813-P, *Receipt for Insured Mail Domestic—International.* Double oval rubber stamp number 0681, which was previously used for canceling registered mail is outdated and has been replaced by the Rubber All-Purpose Dating Stamp, item number 570 in the Supply Catalog.

The Eastern and Western Area Supply Centers have been notified to stop issuing these two stamps.—*Rates & Classification Dept., 2-6-86.*

F-1 Revision

Cashing of Treasury Checks

In order to clarify the identification requirements for the cashing of Treasury checks, Part 335 of Handbook F-1, *Financial Handbook for Post Offices,* is revised as follows:

335 U.S. Treasury Checks

335.1 Cashing

.11 Treasury checks, including USPS salary checks, may be cashed provided sufficient funds are available. Postmasters are not authorized to withhold, for the purpose of cashing Treasury checks, funds that should be deposited.

.12 Treasury checks must not be cashed for anyone but the payee named on the face of the check. Checks must be endorsed by the payee in the presence of the employee cashing the check.

.13 Do not cash Treasury checks payable to two persons jointly unless both are known or present proper identification. Both persons must endorse the check in the presence of the postmaster or employee cashing the check.

335.2 Identification

.21 When the payee is known by name, to a postal employee on duty in the unit, the employee making the identification should so note on the back of the check and sign.

.22 If the payee is unknown, two forms of identification as described in 332.622 must be presented.

.23 Compare the signatures on the check and the identification. If the signatures do not match, do not cash the check. On the back of the check write (1) serial number and full description of each identification, (2) street address including the city, state, and ZIP Code, and (3) telephone number.

This revision will be included in a future update of F-1.—*Dept. of the Controller, 2-6-86.*

If the address on your mailing label of *Postal Life* or *Postal Leader* is incorrect, complete Form 1216, *Employee's Current Mailing Address.* This form is available from your Personnel Office. Return the completed form to your Personnel Office for processing. No other form can be used for this purpose.

DMM Revision

SECOND-CLASS IN-COUNTY RATES

Effective February 16, 1986, copies of second-class publications must meet new criteria to qualify for mailing at the in-county rates. Those criteria were published in POSTAL BULLETIN 21549, 1-16-86. Additional regulation changes are necessary for DOMESTIC MAIL MANUAL (DMM) 422.3 and 422.4 to ensure that certain publications which do not maintain a list of paid subscribers may continue to qualify for the in-county rates if they comply with the new criteria. The DMM is revised as follows:

Chapter 4—Second-Class Mail

* * * * *

411.3 Preferred Rates

* * * * *

.32 In-County Rates

* * * * *

.321 General Application

Add the following to the end of this section.

Note.—Publications authorized second-class mailing privileges under the provisions of 422.3 and 422.4 must comply with the circulation requirements of this section. See 422.32c, 422.33 and 422.4c.

* * * * *

422 Types of Authorizations

* * * * *

422.3 Publications of Institutions and Societies

* * * * *

.32 Provisions for General Advertising

* * * * *

At the end of 422.32c, add the following:

For the exclusive purpose of determining the number of copies of an issue qualifying for in-county rates under 411.32, the total paid circulation of such publications will be considered to be the sum of the number of copies mailed to members, plus the number of copies mailed to other subscribers.

Add new section 422.33, as follows:

.33 Publications not Authorized to Contain General Advertising. For a publication qualifying under 422.31a through 422.31k and not authorized to contain advertising of other persons or organizations, for purposes of determining the number of copies qualifying for in-county rates under 411.32, all circulated copies will be considered subscriber copies and the total number of such copies will be considered the total paid circulation.

422.4 Publications Issued by State Departments of Agriculture

* * * * *

Add new section 422.4c, as follows:

c. For purposes of determining the number of copies qualifying for in-county rates under 411.32, all circulated copies will be considered subscriber copies and the total number of such copies will be considered the total paid circulation.

* * * * *

426 Copies Not Paid for by the Addressee

426.1 Sample Copies

.11 Mailing Conditions. Except as specified in 411.322, complete copies of regular issues or editions may be mailed as samples at second-class rates under the following conditions: (the remainder of 426.11 is unchanged).

* * * * *

These changes will be incorporated in a future revision to the DMM.

—Rates & Classification Dept., 2-6-86.

APO/FPO Mailing Restrictions

Please make the following changes to DOMESTIC MAIL MANUAL (DMM), Exhibt 125.2, *Conditions Applied to Mail Addressed to Military Post Offices Overseas:*

APO 96222. Active 2/15/86 through 4/1/86 with mailing restrictions A-B.

APO 96333. Active 2/15/86 through 4/1/86 with mailing restrictions A-B.

All acceptance units must be notified of these changes which will be incorporated into a future revision to the DMM.

—Mail Processing Dept., 2-6-86.

POM Revision

Postmarking

Effective immediately, POSTAL OPERATIONS MANUAL (POM) 423.32 is revised to delete the references on postmarking transient rate second-class mail and the address side of registered mail. Delete the following in POM 423.32:

1. The words "(except registered mail)," in the first sentence.

2. The words "and transient rate second-class," in the second line of the description.

These changes will be incorporated into a future revision of the POM.

—Rates & Classification Dept., 2-6-86.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21551** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

016026	117223	276209	372250	489028	605164	770818	912036	941227
018066	122046	276213	374087	503164	607116	770831	912231	941241
018107	122050	276230	381008	520029	607603	770854	913299	941246
019025	122109	276231	381050	528006	622040	778004	913344	941257
019044	152132	277035	381147	528010	622068	782259	913392	941273
021159	170081	279014	381158	532082	624006	782261	917585	941283
021259	171054	280033	381244	532114	631182	787237	921182	941312
021297	188001	282194	381267	532146	631247	794010	921222	945233
024014	191321	283001	381306	532152	631311	794065	921298	945237
038074	191402	296098	381359	532190	658101	815031	921300	945250
064049	191403	296112	381361	532194	672105	837052	921301	945254
069212	191426	303624	381381	532197	681124	841233	921304	945255
069223	191447	327078	382004	532215	701077	850405	921318	945257
069234	193101	328108	402202	532222	701448	856006	921322	945261
071472	200163	328119	403009	532231	708065	895107	921331	945266
077510	200412	328122	403011	548002	711195	900075	921333	946096
078103	200432	329029	404100	548003	711210	900627	921334	948028
080116	200447	331063	405011	549045	713029	901018	921343	949034
085004	200448	331470	405048	551125	723003	901056	921346	950143
100561	206023	331585	405050	551170	750102	901079	921358	950161
100932	206029	331604	414001	591051	752236	901099	922027	951145
101015	208055	331618	420010	591200	752552	901125	922035	951167
101079	208066	331647	423004	591400	760007	901128	924098	951188
101281	208072	333274	432115	598042	760029	901130	926603	952040
101309	209002	333286	432118	600003	760228	901131	926641	954203
101333	209006	333356	432129	600059	761049	901133	926667	954207
101334	209017	333373	432130	600099	761295	901173	926668	972215
101341	221028	333705	452251	600102	770032	901186	926745	972227
101407	221046	333707	452300	600109	770044	901201	926751	975015
101491	221065	333726	454082	600112	770068	901202	926753	981293
101508	221068	333730	460001	600177	770071	901210	926773	981327
104029	232002	334002	461003	600274	770093	901211	926786	981349
104055	232074	334172	462049	600923	770218	901225	926812	981398
105068	232078	336053	462203	600982	770219	901226	927275	981424
106953	232111	336068	462209	601061	770249	901235	927308	981500
107100	232113	336152	468057	601073	770258	901247	927320	981511
108005	271007	336323	478007	601093	770273	901284	928110	981559
110049	271075	336344	480094	601222	770301	901296	940147	984064
112088	274086	336452	480281	601380	770312	901302	940191	992142
114065	274120	336638	480307	601558	770342	901321	940238	995203
114085	275025	336808	480315	601630	770359	901324	940285	
117164	275026	337062	482151	601675	770459	901329	941091	
117187	275052	339003	482189	605021	770513	902379	941116	
117203	276038	372228	485003	605162	770810	902384	941199	

—Customer Services Dept., 2–6–86.

POST OFFICE CHANGES NUMBER 5

[Supplemental to 1985 National Five Digit Zip Code and Post Office Directory]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	010180	36419	AL	Allen	Clarke		Post Office	1-18-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Allen, AL 36419 as last line of address.
NEW	013740	36419	AL	Grove Hill	Clarke	Allen	Community Post Office.	1-18-86	
OLD	024563	99901	AK	Ketchikan	Southeastern	Thorne Bay	Community Post Office.	1-01-86	Delivery areas served by Main Office and Community Post Office shared the same ZIP Code 99901. Establish ZIP Code 99919 for Community Post Office.
NEW	024563	99919	AK	Ketchikan	Southeastern	Thorne Bay	Community Post Office.	1-01-86	
OLD									New ZIP Code assigned to Post Office Boxes located at Main Office.
NEW	057524	95213	CA	Stockton	San Joaquin	Main Office (Post Office Boxes).	Post Office	9-01-86	
OLD	079324	81088	CO	Villegreen	Las Animas		Post Office	11-11-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Villegreen, CO 81049 as last line of address.
NEW	075058	81049	CO	Kim	Las Animas	Villegreen	Place Name	11-11-85	
OLD	082652	06334	CT	Fitchville	New London		Post Office	1-30-86	Post Office Name Change.
NEW	082652	06334	CT	Bozrah	New London		Post Office	1-30-86	
OLD									New ZIP Code assigned to delivery area.
NEW	114500	33478	FL	Jupiter	Palm Beach	Main Office (New Delivery Area).	Post Office	1-01-86	
OLD									Delivery split of ZIP Code 33065 to form new delivery area ZIP Code of 33071.
NEW	117635	33071	FL	Pompano Beach	Broward	Coral Springs (New Delivery Area).	Classified Branch	7-01-86	
OLD	125522	30438	GA	Manassas	Tattnall		Post Office	12-20-85	Post Office discontinued. Establish as a Community Post Office. Change ZIP Code only. Use Manassas, GA 30417 as last line of address.
NEW	121738	30417	GA	Claxton	Tattnall	Manassas	Community Post Office.	12-20-85	
OLD	125654	30818	GA	Matthews	Jefferson		Post Office	12-20-85	Post Office discontinued. Establish as a Community Post Office. Change ZIP Code only. Use Matthews, GA 30833 as last line of address.
NEW	129636	30833	GA	Wrens	Jefferson	Matthews	Community Post Office.	12-20-85	
OLD	195137	66448	KS	Leona	Doniphan		Post Office	2-01-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Leona, KS 66532 as last line of address.
NEW	197810	66532	KS	Robinson	Doniphan	Leona	Place Name	2-01-86	
OLD	201200	40812	KY	Callaway	Bell		Post Office	1-18-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Callaway, KY 40977 as last line of address.
NEW	206164	40977	KY	Pineville	Bell	Callaway	Place Name	1-18-86	
OLD	203816	42625	KY	Hollyhill	McCreary		Post Office	1-18-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Hollyhill, KY 42635 as last line of address.
NEW	206148	42635	KY	Pine Knot	McCreary	Hollyhill	Place Name	1-18-86	
OLD	204588	40851	KY	Lewis Creek	Leslie		Post Office	1-18-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Lewis Creek, KY 40810 as last line of address.
NEW	200756	40810	KY	Bledsoe	Leslie	Lewis Creek	Place Name	1-18-86	

POST OFFICE CHANGES NUMBER 5—Continued

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	205040	40963	KY	Marcum	Clay		Post Office	1-18-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Marcum, KY 40962 as last line of address.
NEW	204996	40962	KY	Manchester	Clay	Marcum	Place Name	1-18-86	
OLD									New ZIP Code assigned to delivery area.
NEW	205884	42303	KY	Owensboro	Daviess	Owensboro (New Delivery Area).	Post Office	7-01-86	
OLD	206348	42637	KY	Pueblo	Wayne		Post Office	1-18-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Pueblo, KY 42633 as last line of address.
NEW	205344	42633	KY	Monticello	Wayne	Pueblo	Place Name	1-18-86	
OLD	206352	42550	KY	Pulaski	Pulaski		Post Office	1-18-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Pulaski, KY 42567 as last line of address.
NEW	202596	42567	KY	Eubank	Pulaski	Pulaski	Place Name	1-18-86	
OLD	283664	64458	MO	Hatfield	Harrison		Post Office	1-17-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Hatfield, MO 64458 as last line of address.
NEW	283252	64458	MO	Grant City	Harrison	Hatfield	Place Name	1-17-86	
OLD	278411	38675	MS	Tula	Lafayette		Post Office	12-31-85	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Tula, MS 38675 as last line of address.
NEW	275850	38675	MS	Oxford	Lafayette	Tula	Community Post Office.	12-31-85	
OLD	380287	43904	OH	Armstrongs Mills	Belmont		Post Office	1-18-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Armstrongs Mills, OH 43933 as last line of address.
NEW	383878	43933	OH	Jacobsburg	Belmont	Armstrongs Mills	Place Name	1-18-86	
OLD	411816	19022	PA	Crum Lynne	Delaware		Post Office	11-25-85	Post Office discontinued. Establish as a Classified Branch. Retain ZIP Code. Use Crum Lynne, PA 19022 as last line of address.
NEW	419384	19022	PA	Woodlyn	Delaware	Crum Lynne	Classified Branch	11-25-85	
OLD	451360	29629	SC	Cateechee	Pickens		Post Office	1-17-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Cateechee, SC 29667 as last line of address.
NEW	456360	29667	SC	Norris	Pickens	Cateechee	Place Name	1-17-86	
OLD	479072	38074	TN	Western Institute	Hardeman		Post Office	1-17-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Western Institute, TN 38074 as last line of address.
NEW	470888	38074	TN	Bolivar	Hardeman	Western Institute	Community Post Office.	1-17-86	
OLD	564680	54445	WI	Lily	Langlade		Post Office	1-13-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Lily, WI 54445 as last line of address.
NEW	566530	54445	WI	Pickerel	Langlade	Lily	Community Post Office.	1-13-86	

—Delivery Services Dept., 2-6-86.

Copyright material has been

deleted, not available for

Microfiche Edition.

Republic of Texas Commemorative Stamp

A 22-Cent commemorative stamp honoring the sesquicentennial of the Republic of Texas will be issued both in San Antonio and at Washington-on-the-Brazos State Historical Park on March 2. On that date 150 years ago, Texas declared its independence from Mexico.

The San Antonio dedication ceremony will be held outside the Postal Service's Downtown Station, the city's original Main Post Office. It is just north of the Alamo, the mission-fortress which is the symbol of Texas' historic struggle for freedom in 1836. Washington-on-the-Brazos is the site of the signing of Texas' Declaration of Independence from Mexico.

Don Adair of Richardson, Texas, designed the stamp, which features the central portion of the state flag. The white Lone Star on a blue field is at top left, with the flag's broad red and white bands angled downward to the right. In silver, near the center of the stamp, is a spur believed to have belonged to defeated Mexican General Santa Anna. It was given to Sam Houston, Texas' victorious commander and first president of the Republic.

"USA 22" is printed in one line of white type at the top right of the vertically oriented stamp, while "San Jacinto 1836" is printed in a single line of white type across the bottom to denote the site and date of the victory which secured Texas' independence.

Procedures for ordering first day cancellations are as follows:

Customers are urged to purchase stamps and affix them to their own envelopes. All envelopes must be addressed on the right side at least ⅝ of an inch up from the bottom. Mail covers by May 1 to: Customer-Affixed Envelopes, Republic of Texas Stamp, Postmaster, either San Antonio, TX 78284–9991 or Washington-on-the-Brazos, TX 77880–9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by May 1 to Republic of Texas Stamp, Postmaster, either San Antonio, TX 78284–9992 or Washington-on-the-Brazos, TX 77880–9992. The cost is 22 cents for each stamp requested. Personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash.

After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–5
Remove after May 1

PLEASE POST ON BULLETIN BOARD

FEBRUARY 1986

Have you seen any of these children?

Alisha Smiley
Born: 10/07/81
Date Missing: 06/06/85
From: Atlanta, Georgia

Cherrie Ann Mahan
Born: 08/14/76
Date Missing: 02/22/85
From: Pittsburgh, Pennsylvania

Rima Danette Traxler
Born: 11/09/76
Date Missing: 05/15/85
From Longview, Washington

Chris Harvey
Born: 08/09/69
Date Missing: 07/11/84
From: Pagosa Springs, Colorado

Natasha Marie Shanes
Born: 01/23/79
Date Missing: 05/08/85
From: Jackson, Michigan

Charles Hall
Born: 03/05/66
Date Missing: 01/02/82
From: Nashville, Tennessee

Please Call the National Center for Missing and Exploited Children—
HOT LINE 1-800-843-5678

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations and branches. Please remove and discard previous versions. At their option, operators of contract postal units may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service *only* through periodic issues of the POSTAL BULLETIN.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21550 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
269 942 9300 to 9999
269 943 0000 to 0999
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
274 609 4285 to 4299
274 990 9045 to 9099
275 628 6344 to 6399
276 540 8653 to 8699
277 138 2424 to 2499
277 182 3933 to 3999
277 579 5683 to 5699
278 965 4400 to 4499
278 965 4900 to 4917
279 022 5467 to 5499
279 083 2729 to 2799
279 256 2135 to 2199
279 436 9365 to 9399
279 795 6200 to 6399
279 941 8435 to 8499
280 255 8618 to 8647
280 261 3139 to 3199
280 340 7356 to 7899
280 619 5719 to 5732
281 104 4550 to 4599
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 566 7600 to 7699
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 378 2061 to 2099
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
366 772 6702 to 6799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

Don't frostbite
the hand that
feeds you.
Wear warm gloves and keep them dry.

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST CLASS

OFFICIAL POSTAL USE	PUBLIC USE
1. Requisitions **a. Single Issues.** Send Form 7380 to your area supply center. **b. Quantity Changes.** Complete information below and return entire page, with PB address label, to: Document Control Division, IRM, USPS Headquarters, Washington, DC 20260-1571. **2. Address Changes.** Same as 1b.	**1. Requisitions** **a. Single Issues.** Complete information below and return entire page, with PB address label, and check or money order for $1.50 each (payable to Superintendent of Documents), to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-0001. Order Desk (202) 783-3238 **b. Subscription.** Same as 1a. Cost is $71.00 for a 12-month subscription. **2. Address Changes.** Same as 1a.

PLEASE BE SURE PB ADDRESS LABEL IS ATTACHED WHEN RETURNING FORM.

MasterCard and VISA accepted.

Credit Card No.

Expiration Date
Month/Year

Postal Facility, Company, or Personal Name

Additional Address/Attention Line

Street Address

City | State | ZIP + 4 Code

(or) Country

Please Print

Customer's Telephone No.'s
Area Code | Home | Area Code | Office

Old Quantity _____

New Quantity _____

Signature of Designated Approving Manager

Effective Period: *Postal Bulletin articles are effective for one year unless otherwise specified.* **Schedule:** The Bulletin is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the Bulletin to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of Bulletin articles appears early in the months of January, April, July, and October; a yearly index appears early the following year.

21553

UNITED STATES POSTAL SERVICE

postal bulletin

Published Since March 14, 1880 PB 21553—February 13, 1986—48 Pages

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U. S. GOVT. PUBS. DEPOSITORY 378

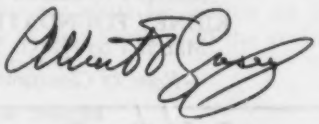
Message From the Postmaster General

Employee Involvement/Quality of Work Life (EI/QWL)

I should like to take this opportunity to assure all postal employees that I join with Senior Management in continuing the Postal Service's commitment to the philosophy of Employee Involvement/Quality of Work Life.

I am a strong advocate of the principles of participative management. While at American Airlines I initiated a quality of work life process because I believe it makes a significant contribution towards organizational effectiveness. That process continues to grow today.

Institutionalizing EI/QWL in an organization is an ambitious undertaking. It is a long term change process requiring the prudent investment of both human and financial resources. The efforts I have seen with the EI/QWL process in the Postal Service, thus far, have been encouraging and are in unison with my vision of a more competitive and financially stable Postal Service. I applaud all of you who are involved for your commitment and active participation in the process and encourage those of you who are not yet involved to join with us in this critical effort.



ALBERT V. CASEY,
Postmaster General.

1986 International Philatelic Memento Card

Do Not Sell Before February 21, 1986

The 1986 International Philatelic Memento Souvenir Card is being issued in honor of the 100th anniversary of the Statue of Liberty, recognized around the world as a symbol of the United States. This card will be distributed primarily by sales representatives of the Postal Service in foreign countries when they participate in philatelic exhibitions.

Collectors. Customers may purchase the uncanceled version of this card for $1.00 at authorized philatelic centers or by mail order from the Philatelic Sales Division in both the canceled and uncanceled form. The canceled cards are $1.22 each. A 22-Cent Frederic Auguste Bartholdi commemorative stamp will be affixed to the card and canceled with a Washington, DC, circular datestamp for February 21, 1986. Mail orders, subject to the usual $5.00 minimum and 50-cent handling fee per order, should be addressed to 1986 Liberty Memento Card, Philatelic Sales Division, Washington, DC 20265-9997.

Supply. An automatic distribution will be made to post offices with authorized philatelic centers. Post offices with philatelic centers requiring additional stock of this card, *item* ***500,*** are to order from their regional accountable paper depository on a Form 17A, *Accountable Items Requisition from Stamp Distribution Offices,* in multiples of 100.

—Customer Services Dept., 2-13-86.

Second-Class In-County Rates

Publishers of second-class publications have stated that there is confusion about the applicability of revised DOMESTIC MAIL MANUAL (DMM) 411.321a and 411.321b. See POSTAL BULLETIN 21549, 1-16-86, page 12. A second-class publication (except a requester publication) meeting the requirements of *either* DMM 411.321a *or* 411.321b can qualify for in-county rates.

—Rates & Classification Dept., 2-13-86.

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P 1. 3:

F–21 Revision

TIME AND ATTENDANCE CHANGES

Leave Without Pay-Injury on Duty (LWOP–IOD) should be granted to employees for any period when absent from work while receiving compensation for wage loss from the Office of Workers' Compensation Programs (OWCP), whether for traumatic or occupational job-related injury or illness. If entitlement to continuation of pay (COP) has been exhausted or if an employee is not eligible for COP and work hours are lost while an OWCP claim is pending, regular LWOP, sick leave or annual leave, as appropriate, should be recorded for lost time. In this case, if the claim is subsequently approved, an adjustment on Form 2240. *Pay, Leave, or Other Hours Adjustment Request,* should be processed as soon as possible after the decision is received, to change this LWOP to LWOP–IOD for the period of time that OWCP has approved for payment.

If the claim is subsequently disapproved, the employee should be granted the opportunity to submit a request for leave for any period of absence recorded as LWOP. Local management at that installation must then approve or disapprove the request in accordance with the current regulations.

Make the following pen and ink changes in Handbook F–21, *Time and Attendance,* Transmittal Letter 30, dated February 1, 1985.

* * * * *

342.1 Eligibility Chart

Employee Category	Eligible
Full-time	Yes
Part-time Regular	Yes
Part-time Flexible	Yes
Casual	No*
Temporary	No*

*Except–IOD/OWCP.

345 Timecard Recording

345.1

a. "49" for all LWOP taken by employees who sustain a job related injury or illness while on duty and are receiving compensation for wage loss from the Office of Workers' Compensation Program (OWCP).

These changes will be included in the next revision of Handbook F–21.

—Dept. of the Controller, 2–13–86.

All Employees

Unlawful Use of Mail Receptacles

Mailable matter bearing no postage is often placed in authorized mail receptacles. Those who hand-deliver mail to receptacles to avoid postage are adversely affecting postal revenues. DOMESTIC MAIL MANUAL (DMM), Section 151.2, stipulates that a representative sample of these mail pieces discovered by a carrier must be taken to the delivery unit where postage on each piece will be computed and charged to the mailing firm or organization.

This notice is to remind you that the illegal use of authorized receptacles for mail delivery without postage violates DMM regulations and offenders are subject to fine of up to $300.

—Inspection Service, 2–13–86.

Requisitioning of Supplies From the Eastern Area Supply Center

POSTAL BULLETIN 21520, 6–27–85, informed of a 6-month test beginning July 6, 1985, for ordering supplies from the Eastern Area Supply Center.

All postal installations served by the Eastern Area Supply Center may continue to order their supply requirements on an as-needed basis.

A test survey is being shipped with each supply order. Postal installations are to complete and return the questionnaire promptly.

—Procurement & Supply Dept., 2–13–86.

Special Cancellations

Postmasters having any of the special cancellation die hubs listed here are authorized to use them for the periods designated. At the end of the period, the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs must not request them without application by the sponsors.

EASTER SEALS
March 1 to March 30, 1986

RED CROSS
March 1 to March 31, 1986

KIDNEY FOUNDATION
March 1 to March 31, 1986.

—Rates & Classification Dept., 2–13–86.

Defective Stamp Stock

Section 527.53 of the F–1, *Financial Handbook for Post Offices,* requires any Post Office employee or contractor discovering defective stamps or stamped paper (as described in Section 527.1) to immediately return it to the main stock. The custodian of the main stock will forward a report concerning the defective stamps or stamped paper to the Manager, Stamp Management Branch, Stamps Division, or the U.S. Stamped Envelope Agency, as appropriate. All custodians of the main stock are reminded that a copy of the report must be sent to Special Investigations Division, Postal Inspection Service, Washington, DC 20260–2112.*—Inspection Service, 2–13–86.*

DMM Revision

POSTAGE RATE INCREASES FOR SUBSIDIZED CATEGORIES OF MAIL

On February 4, 1986, the Governors of the Postal Service announced that the postage rates for subsidized categories of mail may change on March 9, 1986. The Governors are considering two sets of rates, which are identified below as **Version 1** and **Version 2.**

Version 1 takes into account the original reductions in revenue forgone appropriations which have already been enacted, plus further reductions contemplated under the *Balanced Budget and Emergency Reduction Act,* commonly known as Gramm-Rudman-Hollings. **Version 2** rate adjustments recover only the original appropriation reductions.

It is anticipated that either **Version 1** rates or **Version 2** rates will take effect on March 9, 1986. After the Governors decide at their March 1986 meeting which postage rates are to be implemented, you will immediately be notified by TWX. In the event that the Governors decide that rates will not change on March 9, 1986, or in the event that the rates adopted do not conform with either **Version 1** or **Version 2,** you will also be notified by TWX.

The attached rates are being published to give mailers as much advance notice as possible. Postmasters must be sure that all bulk mail acceptance personnel and window clerks are familiar with these new rates before the effective date, in order to prevent a possible loss of revenue.

Mailing Statements

A revised edition of Form 3541, *Statement of Mailing—2nd Class Pubs Except Requester Publications,* is to be mailed as soon as possible to all post offices which are authorized to accept mailings of copies of second-class publications. The correct applicable postage rates must be written on the April 1985 edition of that Form until the revised Form 3541 is distributed.

Acceptance of Meter Stamps

Postage meter users may have on hand pieces for mailing which bear the old postage rates. Pieces presented for mailing which bear metered postage at the old postage rates may be accepted for mailing until May 10, 1986, providing the additional postage is paid as described below:

a. The difference in postage between the meter stamps affixed and the new rates must be paid before the mailing is accepted. This difference in postage may be paid by affixing a postage meter stamp or tape to the individual pieces of mail, or by affixing regular postage stamps or a meter tape, for the total postage difference, rounded to the next higher full cent, to Form 3602-PC, *Statement of Mailing, Bulk Rates.* Weigh Room personnel will verify the computations on Form 3602-PC, assure that the proper additional postage is affixed, and cancel the postage stamps (if used).

b. Postmasters at offices other than the office of origin finding these meter stamps in the mail stream are to assume that the difference in postage was paid at the time of mailing.

Acceptance of 3.4-, 4.9-, and 6.0-Cent Stamps for Special Bulk Third-Class Mailings

Precanceled permit holders may have a supply of 3.4-, 4.9-, and 6.0-cent precanceled stamps on hand when the new special bulk third-class rates are implemented. These stamps will be accepted until Aug. 9, 1986, providing the additional postage is paid as described below.

The 3.4-cent stamp may be used for carrier route mailings which qualify for the 5.4-cent or 5.7-cent rate; the 4.9-cent stamp may be used for 5-digit mailings which qualify for the 6.9-cent or 7.2-cent rate; and the 6.0-cent stamp may be used for basic rate mailings which qualify for the 8.2-cent or 8.7-cent rate.

The difference in postage between these stamps and the new rates must be paid before the mailing is accepted. This difference in postage may be paid by affixing a Postage meter stamp or tape to the individual pieces of mail, or by affixing regular postage stamps or a meter tape, for the total postage difference, rounded to the next higher full cent, to Form 3602-PC, *Statement of Mailing, Bulk Rates.* Weigh Room personnel will verify the computations on Form 3602-PC, assure that the proper additional postage is affixed, and cancel the postage stamps (if used).

POSTAGE RATE INCREASES VERSION 1 AND VERSION 2 FOLLOW

READEX FICHE best copy available

VERSION 1

Chapter 4—Second-Class Mail

410 Rates and Fees

411 Rates

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411.3 Preferred Rates

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.32 In-County Rates

.321 Subscriber Copies. In-county rates apply to subscribers' copies of any issue of a second-class publication (except a requester publication) when they are entered within the county of publication for delivery to addresses within that county if either of the following conditions is met:

a. The total paid circulation of such issue is less than 10,000 copies.

b. The number of paid copies of such issue distributed within the county of publication is at least two more than one-half of the total paid circulation of such issue.

Note: Publications authorized second-class mailing privileges under the provisions of 422.3 and 422.4 must comply with the circulation requirements of this section. See 422.32c, 422.33 and 422.4c.

.322 Nonsubscriber Copies. During a calendar year, the total weight of nonsubscriber copies mailed at the in-county rates may not exceed 10 percent of the weight of subscribers' copies of the publication mailed at the in-county rates.

.323 Entry Offices. If the postmaster of an office of entry directs a publisher to deposit copies of the publication at a postal facility serving that office, these copies will be considered as mailed at the office of entry. Copies are subject to in-county rates if they are addressed to destinations within the county of publication and are entered at a post office which serves those addresses, but is located outside the county.

.324 Independent Cities. Each second-class publication (except commingled nonsubscriber copies in excess of the 10% allowance, and requester) having original entry at an incorporated city which is situated entirely within a county or which is situated contiguous to one or more counties in the same State, but which is politically independent of such county or counties, will be considered to be within a part of the county with which it is principally contiguous, and copies mailed into that county are chargeable with postage at the in-county rates. Where more than one county is involved, the publisher will select the principal county and notify the postmaster.

.325 Rates. In-County rates are:

	Cents
Per Pound	9.3
Per Piece:	
Level J—Not Presorted to Carrier Route	5.0
Level K—Presorted to Carrier Route. Packages of six or more addressed pieces for carrier route or finer sort destinations	3.2

* * * * *

.33 Special Nonprofit Rate

.331 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	8.6
Advertising portion:	
Zones 1 and 2	11.5
Zone 3	12.8
Zone 4	14.8
Zone 5	17.9
Zone 6	21.2
Zone 7	25.0
Zone 8	28.4

Note: The advertising zone rates are applicable to issues in which the advertising portion exceeds 10 percent. Issues containing 10 percent or less advertising will be computed at the nonadvertising rate.

.332 Per Piece Rates. The three per piece rates reflect the level of presort. The sortations that must be accomplished to qualify for these rates are prescribed in 468.

	Cents
Level G—Basic—Pieces not qualifying for Level H—5-Digit or Level I—Carrier (3-Digits which are not unique 3-digit cities, SCF, states, mixed states)	8.8
Level H—5-Digit—Packages of six or more addressed pieces for 5-digit, a unique 3-digit city, or multi-ZIP Coded city destinations listed in Exhibit 122.63	6.2
Level I—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations	4.3

.333 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the applicable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

Note: Copies of second-class publications that do not qualify for Level H—5-digit or Level I—Carrier must meet second-class presort requirements to be eligible for second-class rates (see 460).

.34 Classroom

.341 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	7.6
Advertising portion:	
Zones 1 and 2	10.1
Zone 3	11.2
Zone 4	13.2
Zone 5	16.3
Zone 6	19.5
Zone 7	23.2
Zone 8	26.7

.342 Per Piece Rate. The per piece rate is 6.7 cents.

.343 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the appli-

VERSION 1—Continued

cable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

.35 Science of Agriculture

.351 General. These rates apply to copies of publications which will be delivered to addressees outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70% of the total number of copies distributed by any means for any purpose.

.352 Per Pound. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	11.8
Advertising portion:	
Zone 1 and 2	11.5
Zone 3	16.6
Zone 4	18.2
Zone 5	20.7
Zone 6	23.3
Zone 7	26.0
Zone 8	28.9

.353 Per Piece Rates. The three per piece rates reflect the level of presort for mailings of 5,000 or more copies per issue. The sortations that must be accomplished to qualify for these rates are prescribed in 460.

	Cents
Level A—Basic. Pieces not qualifying for Level B—5-Digit or Level C—Carrier (3 Digits which are not unique 3-Digit cities, SCF, states, mixed states)	12.3
Level B—5-Digit. Packages of six or more addressed pieces for 5-digit, a unique 3-Digit city, or mutli-ZIP Coded city destinations listed in Exhibit 122.63	9.6
Level C—Carrier. Packages of six or more addressed pieces for carrier route or finest sort destinations	7.8

.354 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the applicable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

Note: Copies of second-class publications that do not qualify for Level B—5-digit or Level C—Carrier must meet second-class presort requirements to be eligible for second-class rates (see 460).

.36 Limited Circulation

.361 General. These rates apply to copies of publications (except commingled nonrequester/nonsubscriber copies in excess of the 10% allowance (see 411.38), requester, special nonprofit, classroom, and limited circulation science of agriculture) which will be delivered to addresses outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of out-of-county copies is less than 5,000.

.362 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	11.8
Advertising portion:	
Zones 1 and 2	15.8
Zone 3	16.6
Zone 4	18.2
Zone 5	20.7
Zone 6	23.3
Zone 7	26.0
Zone 8	28.9

.363 Per Piece Rates. The three per piece rates reflect the level of presort for mailings of less than 5,000 out-ot-county copies per issue:

	Cents
Level D—Basic. Pieces not qualifying for Level E—5-Digit or Level F—Carrier (3-Digits which are not unique 3-Digit cities, SCF, states, mixed states)	9.0
Level E—5-Digit. Packages of six or more addressed pieces for 5-digit, a unique 3-Digit city, or multi-ZIP Coded city destinations listed in Exhibit 122.63	6.4
Level F—Carrier. Packages of six or more addressed pieces for carrier route or finer sort destinations	4.5

.364 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the applicable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

Note: Copies of second-class publications that do not qualify for level E—5-digit or level F—Carrier must meet second-class presort requirements to be eligible for second-class rates (see 460).

.37 Limited Circulation Science of Agriculture

.371 General. These rates apply to copies of science of agriculture publications which will be delivered to addressees outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of out-of-county copies is less than 5,000, and when the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70% of the total number of copies distributed by any means for any purpose.

.372 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	11.8
Advertising portion:	
Zones 1 and 2	11.5

VERSION 1—Continued

	Cents
Zone 3	16.6
Zone 4	18.2
Zone 5	20.7
Zone 6	23.3
Zone 7	26.0
Zone 8	28.9

.373 Per Piece Rates. The three per piece rates reflect the level of presort for mailings of less than 5,000 out-of-country copies per issue:

	Cents
Level D—Basic. Pieces not qualifying for Level E—5-Digit or Level F—Carrier (3-Digits which are not unique 3-Digit cities, SCF, states, mixed states)	9.0
Level E—5-Digit. Packages of six or more addressed pieces for 5-Digit, a unique 3-digit city or multi-ZIP Coded city destinations listed in Exhibit 122.63	6.4
Level F—Carrier. Packages of six or more addressed pieces for carrier route or finer sort destinations	4.5

.374 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the applicable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

Note: Copies of second-class publications that do not qualify for Level E—5-Digit or Level F—Carrier must meet second-class presort requirements to be eligible for second-class rates (see 460).

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Chapter 6.—Third-Class Mail

610 Rates and Fees

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611 Rates

611.2 Bulk Rates (See Exhibit 611.2 a and b)

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SPECIAL RATES FOR AUTHORIZED NONPROFIT ORGANIZATIONS ONLY—See 623.

Pieces which weigh *more* than 3.5213 ounces and are mailed at the 5-digit or basic rate are subject to the per pound rate and the applicable per piece rate.

Presort level:	Per pound or fraction:	Minimum rate piece
Basic 25.9	Plus 3.0 per piece	8.7
5-digit 25.9	Plus 1.5 per piece	7.2
Carrier route 25.9		5.7

Pieces which are *equal to or weigh less* than 3.5213 ounces, or 0.22008 pound, or 99.829 grams must be paid at the prescribed minimum per piece rate for each presort level.

Exception: When the postage computed at the bulk third-class rate is higher than a fourth-class rate for which the matter and the mailing could qualify except for weight, the fourth-class rate may be paid without the necessity of adding needless additional weight. *Example:* A piece which weighs less than 1 pound and which meets all prescribed requirements, other than weight, for fourth-class bound printed matter may be mailed at the fourth-class bound printed matter rate. All other requirements of bulk third-class remain applicable.

Exhibit 611.2b—Third-Class (Special Rates)

VERSION 1—Continued

Up to oz.	CAR–RT rate (cents)	5-digit rate (cents)	Basic rate (cents)	Up to oz.	CAR–RT rate (cents)	5-digit rate (cents)	Basic rate (cents)
1.0	5.7	7.2	8.7	9.7	15.8	17.3	18.8
2.0	5.7	7.2	8.7	9.8	15.9	17.4	18.9
3.0	5.7	7.2	8.7	9.9	16.1	17.6	19.1
3.5	5.7	7.2	8.7	10.0	16.2	17.7	19.2
3.6	5.9	7.4	8.9	10.1	16.4	17.9	19.4
3.7	6.0	7.5	9.0	10.2	16.6	18.1	19.6
3.8	6.2	7.7	9.2	10.3	16.7	18.2	19.7
3.9	6.4	7.9	9.4	10.4	16.9	18.4	19.9
4.0	6.5	8.0	9.5	10.5	17.0	18.5	20.0
4.1	6.7	8.2	9.7	10.6	17.2	18.7	20.2
4.2	6.8	8.3	9.8	10.7	17.4	18.9	20.4
4.3	7.0	8.5	10.0	10.8	17.5	19.0	20.5
4.4	7.2	8.7	10.2	10.9	17.7	19.2	20.7
4.5	7.3	8.8	10.3	11.0	17.9	19.4	20.9
4.6	7.5	9.0	10.5	11.1	18.0	19.5	21.0
4.7	7.7	9.2	10.7	11.2	18.2	19.7	21.2
4.8	7.8	9.3	10.8	11.3	18.3	19.8	21.3
4.9	8.0	9.5	11.0	11.4	18.5	20.0	21.5
5.0	8.1	9.6	11.1	11.5	18.7	20.2	21.7
5.1	8.3	9.8	11.3	11.6	18.8	20.3	21.8
5.2	8.5	10.0	11.5	11.7	19.0	20.5	22.0
5.3	8.6	10.1	11.6	11.8	19.2	20.7	22.2
5.4	8.8	10.3	11.8	11.9	19.3	20.8	22.3
5.5	9.0	10.5	12.0	12.0	19.5	21.0	22.5
5.6	9.1	10.6	12.1	12.1	19.6	21.1	22.6
5.7	9.3	10.8	12.3	12.2	19.8	21.3	22.8
5.8	9.4	10.9	12.4	12.3	20.0	21.5	23.0
5.9	9.6	11.1	12.6	12.4	20.1	21.6	23.1
6.0	9.8	11.3	12.8	12.5	20.3	21.8	23.3
6.1	9.9	11.4	12.9	12.6	20.4	21.9	23.4
6.2	10.1	11.6	13.1	12.7	20.6	22.1	23.6
6.3	10.2	11.7	13.2	12.8	20.8	22.3	23.8
6.4	10.4	11.9	13.4	12.9	20.9	22.4	23.9
6.5	10.6	12.1	13.6	13.0	21.1	22.6	24.1
6.6	10.7	12.2	13.7	13.1	21.3	22.8	24.3
6.7	10.9	12.4	13.9	13.2	21.4	22.9	24.4
6.8	11.1	12.6	14.1	13.3	21.6	23.1	24.6
6.9	11.2	12.7	14.2	13.4	21.7	23.2	24.7
7.0	11.4	12.9	14.4	13.5	21.9	23.4	24.9
7.1	11.5	13.0	14.5	13.6	22.1	23.6	25.1
7.2	11.7	13.2	14.7	13.7	22.2	23.7	25.2
7.3	11.9	13.4	14.9	13.8	22.4	23.9	25.4
7.4	12.0	13.5	15.0	13.9	22.5	24.0	25.5
7.5	12.2	13.7	15.2	14.0	22.7	24.2	25.7
7.6	12.4	13.9	15.4	14.1	22.9	24.4	25.9
7.7	12.5	14.0	15.5	14.2	23.0	24.5	26.0
7.8	12.7	14.2	15.7	14.3	23.2	24.7	26.2
7.9	12.8	14.3	15.8	14.4	23.4	24.9	26.4
8.0	13.0	14.5	16.0	14.5	23.5	25.0	26.5
8.1	13.2	14.7	16.2	14.6	23.7	25.2	26.7
8.2	13.3	14.8	16.3	14.7	23.8	25.3	26.8
8.3	13.5	15.0	16.5	14.8	24.0	25.5	27.0
8.4	13.6	15.1	16.6	14.9	24.2	25.7	27.2
8.5	13.8	15.3	16.8	15.0	24.3	25.8	27.3
8.6	14.0	15.5	17.0	15.1	24.5	26.0	27.5
8.7	14.1	15.6	17.1	15.2	24.7	26.2	27.7
8.8	14.3	15.8	17.3	15.3	24.8	26.3	27.8
8.9	14.5	16.0	17.5	15.4	25.0	26.5	28.0
9.0	14.6	16.1	17.6	15.5	25.1	26.6	28.1
9.1	14.8	16.3	17.8	15.6	25.3	26.8	28.3
9.2	14.9	16.4	17.9	15.7	25.5	27.0	28.5
9.3	15.1	16.6	18.1	15.8	25.6	27.1	28.6
9.4	15.3	16.8	18.3	15.9	25.8	27.3	28.8
9.5	15.4	16.9	18.4	16.0	25.9	27.4	28.9
9.6	15.6	17.1	18.6				

Exhibit 611.2d—Individually Metered Mail—Special Rates

VERSION 1—Continued

Chapter 7.—Fourth-Class Mail

710 Rates and Fees

711 Rates

Kind of mail	Rate (without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; printed music; bound volumes of academic theses; sound recordings; periodicals; other library materials; museum and herbarium materials; 16-millimeter or narrower width films, filmstrips, transparencies, slides, microfilms, scientific or mathematical kits, instruments, or other devices; also, catalogs, guides or scripts for some of these materials. See 725.....	55¢	19¢	10¢

Exhibit 711.4.—Library Rates

These changes will be incorporated in a future revision to the DMM.

VERSION 2

Chapter 4—Second-Class Mail

410 Rates and Fees

411 Rates

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411.3 Preferred Rates

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.32 In-County Rates

.321 Subscriber Copies. In-county rates apply to subscribers' copies of any issue of a second-class publication (except a requester publication) when they are entered within the county of publication for delivery to addresses within that county if either of the following conditions is met:

a. The total paid circulation of such issue is less than 10,000 copies.

b. The number of paid copies of such issue distributed within the county of publications is at least two more than one-half of the total paid circulation of such issue.

Note: Publications authorized second-class mailing privileges under the provisions of 422.3 and 422.4 must comply with the circulation requirements of this section. See 422.32c, 422.33 and 422.4c.

.322 Nonsubscriber Copies. During a calendar year, the total weight of nonsubscriber copies mailed at the in-county rates may not exceed 10 percent of the weight of subscribers' copies of the publication mailed at the in-county rates.

.323 Entry Offices. If the postmaster of an office of entry directs a publisher to deposit copies of the publication at a postal facility serving that office, these copies will be considered as mailed at the office of entry. Copies are subject to in-county rates if they are addressed to destinations within the county of publication and are entered at a post office which serves those addresses, but is located outside the county.

.324 Independent Cities. Each second-class publication (except commingled nonsubscriber copies in excess of the 10% allowance, and requester) having original entry at an incorporated city which is situated entirely within a county or which is situated contiguous to one or more counties in the same State, but which is politically independent of such county or counties, will be considered to be within a part of the county with which it is principally contiguous, and copies mailed into that county are chargeable with postage at the in-county rates. Where more than one county is involved, the publisher will select the principal county and notify the postmaster.

.325 Rates. In-County rates are:

	Cents
Per pound	8.9
Per Piece:	
Level J—Not Presorted to Carrier Route	4.8
Level K—Presorted to Carrier Route. Packages of six or more addressed pieces for carrier route or finer sort destinations	3.0

* * * * *

VERSION 2—Continued

.33 Special Nonprofit Rate

.331 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	8.3
Advertising portion:	
Zones 1 and 2	11.0
Zone 3	12.3
Zone 4	14.4
Zone 5	17.6
Zone 6	21.0
Zone 7	24.9
Zone 8	28.3

Note: The advertising zone rates are applicable to issues in which the advertising portion exceeds 10 percent. Issues containing 10 percent or less advertising will be computed at the nonadvertising rate.

.332 Per Piece Rates. The three per piece rates reflect the level of presort. The sortations that must be accomplished to qualify for these rates are prescribed in 468.

	Cents
Level G—Basic—Pieces not qualifying for Level H-5-Digit or Level I-Carrier (3-Digits which are not unique 3-digit cities, SCF, states, mixed states)	8.7
Level H—5-Digit—Packages of six or more addressed pieces for 5-digit, a unique 3-digit city, or multi-ZIP Coded city destinations listed in Exhibit 122.63	6.0
Level I—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations	4.2

.333 Intra SCR Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the applicable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

Note: Copies of second-class publications that do not qualify for Level H—5-digit or Level I—Carrier must meet second-class presort requirements to be eligible for second-class rates (see 460).

.34 Classroom

.341 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	7.1
Advertising portion:	
Zones 1 and 2	9.5
Zone 3	10.6
Zone 4	12.6
Zone 5	15.8
Zone 6	19.0
Zone 7	22.9
Zone 8	26.5

.342 Per Piece Rate. The per piece rate is 6–4 cents.

.343 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the applicable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

.35 Science of Agriculture

.351 General. These rates apply to copies of publications which will be delivered to addressees outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70% of the total number of copies distributed by any means for any purpose.

.352 Per Pound. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	11.8
Advertising portion:	
Zones 1 and 2	11.0
Zone 3	16.6
Zone 4	18.2
Zone 5	20.7
Zone 6	23.3
Zone 7	26.0
Zone 8	28.9

.353 Per Piece Rates. The three per piece rates reflect the level of presort for mailings of 5,000 or more copies per issue. The sortations that must be accomplished to qualify for these rates are prescribed in 460.

	Cents
Level A—Basic. Pieces not qualifying for Level B—5-Digit or Level C—Carrier (3-Digits which are not unique 3-Digit cities, SCF, states, mixed states)	12.3
Level B—5-Digit. Packages of six or more addressed pieces for 5-digit, a unique 3-Digit city, or multi-ZIP Coded city destinations listed in Exhibit 122.63	9.6
Level C—Carrier. Packages of six or more addressed pieces for carrier route or finest sort destinations	7.8

.354 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the applicable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

Note: Copies of second-class publications that do not qualify for Level B—5-digit or Level C—Carrier must meet second-class presort requirements to be eligible for second-class rates (see 460).

.36 Limited Circulation

.361 General. These rates apply to copies of publications (except commingled nonrequester/

VERSION 2—Continued

nonsubscriber copies in excess of the 10% allowance (see 411.38), requester, special nonprofit, classroom, and limited circulation science of agriculture) which will be delivered to addresses outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of out-of-county copies is less than 5,000.

.362 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	11.8
Advertising portion:	
Zones 1 and 2	15.8
Zone 3	16.6
Zone 4	18.2
Zone 5	20.7
Zone 6	23.3
Zone 7	26.0
Zone 8	28.9

.363 Per Piece Rates. The three per piece rates reflect the level of presort for mailings of less than 5,000 out-of-county copies per issue:

	Cents
Level D—Basic. Pieces not qualifying for Level E—5-Digit or Level F—Carrier (3-Digits which are not unique 3-Digit cities, SCF, states, mixed states)	8.8
Level E—5-Digit. Packages of six or more addressed pieces for 5-digit, a unique 3-Digit city, or multi-ZIP Coded city destinations listed in Exhibit 122.63	6.2
Level F—Carrier. Packages of six or more addressed pieces for carrier route or finer sort destinations	4.3

.364 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the applicable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

Note: Copies of second-class publications that do not qualify for level E—5-digit or level F—Carrier must meet second-class presort requirements to be eligible for second-class ra.es (see 460).

.37 Limited Circulation Science of Agriculture

.371 General. These rates apply to copies of science of agriculture publications which will be delivered to addressees outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of out-of-county copies is less than 5,000, and when the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70% of the total number of copies distributed by any means for any purpose.

.372 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	11.8
Advertising portion:	
Zones 1 and 2	11.0
Zone 3	16.6
Zone 4	18.2
Zone 5	20.7
Zone 6	23.3
Zone 7	26.0
Zone 8	28.9

.373 Per Piece Rates. The three per piece rates reflect the level of presort for mailings of less than 5,000 out-of-county copies per issue:

	Cents
Level D—Basic. Pieces not qualifying for Level E—5-Digit or Level F—Carrier (3-Digits which are not unique 3-Digit cities, SCF, states, mixed states)	8.8
Level E—5-Digit. Packages of six or more addressed pieces for 5-Digit, a unique 3-digit city or multi-ZIP Coded city destinations listed in Exhibit 122.63	6.2
Level F—Carrier. Packages of six or more addressed pieces for carrier route or finer sort destinations	4.3

.374 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, option city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the applicable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

Note: Copies of second-class publications that do not qualify for Level E—5-digit or Level F—Carrier must meet second-class presort requirements to be eligible for second-class rates (see 460).

* * * * *

Chapter 6.—Third-Class Mail

610 Rates and Fees

* * * * *

611 Rates

611.2 Bulk Rates (See Exhibit 611.2 a and b)

* * * * *

VERSION 2—Continued

SPECIAL RATES FOR AUTHORIZED NONPROFIT ORGANIZATIONS ONLY—See 623.

Pieces which weigh *more* than 3.5122 ounces and are mailed at the 5-digit or basic rate are subject to the per pound rate and the applicable per piece rate.

Presort level:		Per pound or fraction:	Minimum rate piece
Basic	24.6	Plus 2.8 per piece	8.2
5-digit	24.6	Plus 1.5 per piece	6.9
Carrier route	24.6		5.4

Pieces which are *equal to or weigh less* than 3.5122 ounces, or 0.21952 pound, or 99.571 grams must be paid at the prescribed minimum per piece rate for each presort level.

Exception: When the postage computed at the bulk third-class rate is higher than a fourth-class rate for which the matter and the mailing could qualify except for weight, the fourth-class rate may be paid without the necessity of adding needless additional weight. *Example:* A piece which weighs less than 1 pound and which meets all prescribed requirements, other than weight, for fourth-class bound printed matter may be mailed at the fourth-class bound printed matter rate. All other requirements of bulk third-class remain applicable.

Exhibit 611.2b—Third-Class (Special Rates)

VERSION 2—Continued

Up to oz.	CAR–RT rate (cents)	5-digit rate (cents)	Basic rate (cents)	Up to oz.	CAR–RT rate (cents)	5-digit rate (cents)	Basic rate (cents)
1.0	5.4	6.9	8.2	9.7	15.0	16.5	17.8
2.0	5.4	6.9	8.2	9.8	15.1	16.6	17.9
3.0	5.4	6.9	8.2	9.9	15.3	16.8	18.1
3.5	5.4	6.9	8.2	10.0	15.4	16.9	18.2
3.6	5.6	7.1	8.4	10.1	15.6	17.1	18.4
3.7	5.7	7.2	8.5	10.2	15.7	17.2	18.5
3.8	5.9	7.4	8.7	10.3	15.9	17.4	18.7
3.9	6.0	7.5	8.8	10.4	16.0	17.5	18.8
4.0	6.2	7.7	9.0	10.5	16.2	17.7	19.0
4.1	6.4	7.9	9.2	10.6	16.3	17.8	19.1
4.2	6.5	8.0	9.3	10.7	16.5	18.0	19.3
4.3	6.7	8.2	9.5	10.8	16.7	18.2	19.5
4.4	6.8	8.3	9.6	10.9	16.8	18.3	19.6
4.5	7.0	8.5	9.8	11.0	17.0	18.5	19.8
4.6	7.1	8.6	9.9	11.1	17.1	18.6	19.9
4.7	7.3	8.8	10.1	11.2	17.3	18.8	20.1
4.8	7.4	8.9	10.2	11.3	17.4	18.9	20.2
4.9	7.6	9.1	10.4	11.4	17.6	19.1	20.4
5.0	7.7	9.2	10.5	11.5	17.7	19.2	20.5
5.1	7.9	9.4	10.7	11.6	17.9	19.4	20.7
5.2	8.0	9.5	10.8	11.7	18.0	19.5	20.8
5.3	8.2	9.7	11.0	11.8	18.2	19.7	21.0
5.4	8.4	9.9	11.2	11.9	18.3	19.8	21.1
5.5	8.5	10.0	11.3	12.0	18.5	20.0	21.3
5.6	8.7	10.2	11.5	12.1	18.7	20.2	21.5
5.7	8.8	10.3	11.6	12.2	18.8	20.3	21.6
5.8	9.0	10.5	11.8	12.3	19.0	20.5	21.8
5.9	9.1	10.6	11.9	12.4	19.1	20.6	21.9
6.0	9.3	10.8	12.1	12.5	19.3	20.8	22.1
6.1	9.4	10.9	12.2	12.6	19.4	20.9	22.2
6.2	9.6	11.1	12.4	12.7	19.6	21.1	22.4
6.3	9.7	11.2	12.5	12.8	19.7	21.2	22.5
6.4	9.9	11.4	12.7	12.9	19.9	21.4	22.7
6.5	10.0	11.5	12.8	13.0	20.0	21.5	22.8
6.6	10.2	11.7	13.0	13.1	20.2	21.7	23.0
6.7	10.4	11.9	13.2	13.2	20.3	21.8	23.1
6.8	10.5	12.0	13.3	13.3	20.5	22.0	23.3
6.9	10.7	12.2	13.5	13.4	20.7	22.2	23.5
7.0	10.8	12.3	13.6	13.5	20.8	22.3	23.6
7.1	11.0	12.5	13.8	13.6	21.0	22.5	23.8
7.2	11.1	12.6	13.9	13.7	21.1	22.6	23.9
7.3	11.3	12.8	14.1	13.8	21.3	22.8	24.1
7.4	11.4	12.9	14.2	13.9	21.4	22.9	24.2
7.5	11.6	13.1	14.4	14.0	21.6	23.1	24.4
7.6	11.7	13.2	14.5	14.1	21.7	23.2	24.5
7.7	11.9	13.4	14.7	14.2	21.9	23.4	24.7
7.8	12.0	13.5	14.8	14.3	22.0	23.5	24.8
7.9	12.2	13.7	15.0	14.4	22.2	23.7	25.0
8.0	12.3	13.8	15.1	14.5	22.3	23.8	25.1
8.1	12.5	14.0	15.3	14.6	22.5	24.0	25.3
8.2	12.7	14.2	15.5	14.7	22.7	24.2	25.5
8.3	12.8	14.3	15.6	14.8	22.8	24.3	25.6
8.4	13.0	14.5	15.8	14.9	23.0	24.5	25.8
8.5	13.1	14.6	15.9	15.0	23.1	24.6	25.9
8.6	13.3	14.8	16.1	15.1	23.3	24.8	26.1
8.7	13.4	14.9	16.2	15.2	23.4	24.9	26.2
8.8	13.6	15.1	16.4	15.3	23.6	25.1	26.4
8.9	13.7	15.2	16.5	15.4	23.7	25.2	26.5
9.0	13.9	15.4	16.7	15.5	23.9	25.4	26.7
9.1	14.0	15.5	16.8	15.6	24.0	25.5	26.8
9.2	14.2	15.7	17.0	15.7	24.2	25.7	27.0
9.3	14.3	15.8	17.1	15.8	24.3	25.8	27.1
9.4	14.5	16.0	17.3	15.9	24.5	26.0	27.3
9.5	14.7	16.2	17.5	16.0	24.6	26.1	27.4
9.6	14.8	16.3	17.6				

Exhibit 611.2d—Individually Metered Mail—Special Rates

VERSION 2—Continued

Chapter 7.—Fourth-Class Mail

710 Rates and Fees

711 Rates

Kind of mail	Rate (without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; printed music; bound volumes of academic theses; sound recordings; periodicals; other library materials; museum and herbarium materials; 16-millimeter or narrower width films, filmstrips, transparencies, slides, microfilms, scientific or mathematical kits, instruments, or other devices; also, catalogs, guides or scripts for some of these materials. See 725.....	53¢	18¢	10¢

Exhibit 711.4—Library Rates

These changes will be incorporated in a future revision to the DMM.

—Rates & Classification Dept., 2–13–86.

T–4 Revision

INTERNATIONAL SURFACE MAIL ROUTING AND LABELING SCHEME

Due to changes in routing and labeling schemes, revisions are required to Handbook T–4, *International Surface Mail* (PB 21516, 5–30–85). Please make these changes in Appendix 25:

Country	Exchange office routing code	Exchange office	Geographic separation	Mail category	Bundle label	Sack label	Routing
PART I							
Netherlands Antilles and Aruba.	09900	New York	Carib	REG, LC, AO, CP	Curacao	Curacao, Netherlands Antilles, and Aruba.	Direct.
Bonaire	09900	New York	Carib	REG, LC, AO, CP	Williamstad	Williamstad, Netherlands Antilles, and Aruba.	Netherlands Antilles and Aruba.
Curacao	09900	New York	Carib	REG, LC, AO, CP	Curacao	Curacao, Netherlands Antilles, and Aruba.	Netherlands Antilles and Aruba.
Saba	09900	New York	Carib	REG, LC, AO	Phillipsburg	Phillipsburg, St. Maartens.	Netherlands Antilles and Aruba.
				CP		Saba	Netherlands Antilles and Aruba.
St. Eustatius	09900	New York	Carib	REG, LC, AO	Phillipsburg	Phillipsburg, St. Maartens.	Netherlands Antilles and Aruba.
				CP		St. Eustatius	Netherlands Antilles and Aruba.
St. Maartens	09900	New York	Carib	REG, LC, AO, CP	Phillipsburg	Phillipsburg, St. Maartens.	Netherlands Antilles and Aruba.
Pitcairn Islands (See New Zealand).	94500 09900	Oakland New York	Tr Pac [5] Mideast [5]	REG, LC, AO, CP LC, AO, CP	Auckland Dis	Auckland Dis New Zealand	New Zealand.
PART II							
Newfoundland, St. Pierre, Miquelon, and Labrador.			A	ALL	SPG	EGO 9Z0 (044) ... St. John NB FWD (NF).	

—Mail Processing Dept., 2–13–86.

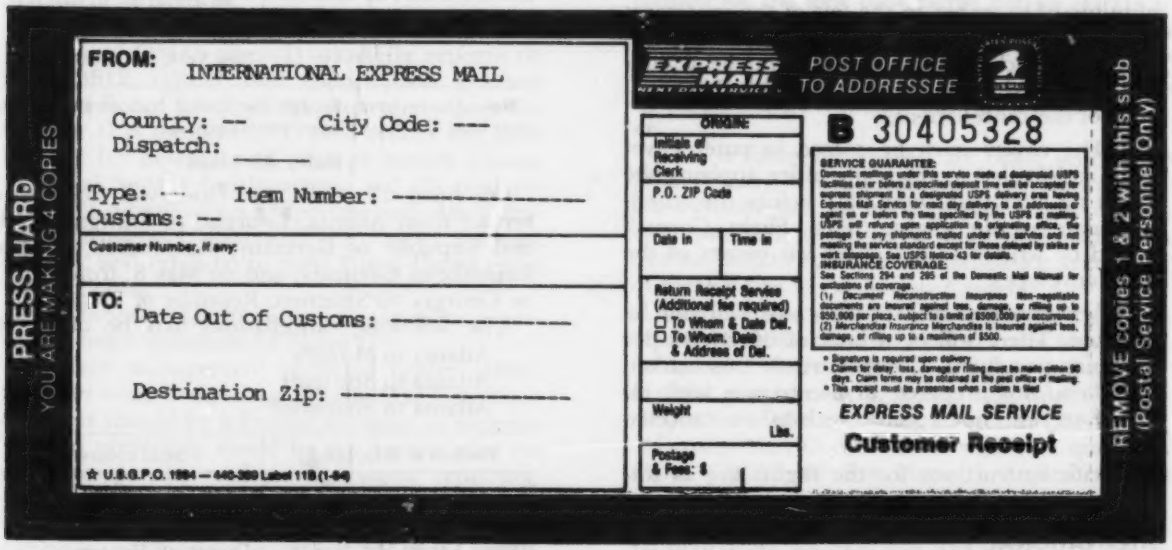
"Safety is in the eyes of those who see it.
...accidents are made by those who don't look."

EXPRESS MAIL INTERNATIONAL SERVICE—DELIVERY RECORDS

There continues to be a serious problem in obtaining and recording delivery records for inbound Express Mail International Service (EMIS) items.

When EMIS items are received at the international exchange office, they are recorded and a label 11B, *Express Mail Next Day Service Post Office to Addressee,* is affixed to each item. This "B" label can be easily identified by the unique country information that is overprinted on the label. See the sample label below. When these EMIS items are delivered, a delivery receipt must be obtained and forwarded to the Electronic Marketing Reporting System (EMRS) data entry site. All EMIS delivery information must then be entered into the EMRS. Delivery information for EMIS items *is not* reflected in the Domestic Performance reports.

Obtaining delivery receipts and entering this information into the EMRS is vital to the success of Express Mail International Service. It is imperative that all Management Sectional Center Managers take action to assure that these delivery receipts are obtained and entered promptly.



—Rates & Classification Dept., 2–13–86.

MAINTENANCE OF FINANCE RECORDS FOR EXPRESS MAIL CORPORATE ACCOUNTS (EMCA)

Individual advance deposit accounts for EMCA customers are maintained in the Electronic Marketing Reporting System (EMRS). All customer account inquiries must be directed to the MSC. Individual Forms 25, *Trust Fund Account,* must not be maintained since this would attempt to duplicate the information in EMRS.

At each post office with EMCA customers, a Form 25 or equivalent must be maintained to reflect the total balance for all individual EMCA customers. Entries to the control Form 25 are derived from the total of:

a. The deposits on Forms 3544, *Post Office Receipt for Money,* which accompany the Form 1412–A, *Daily Financial Report,* of the unit where paid.

b. The withdrawals as shown on the EMCA Drawdown report provided by EMRS. The offsetting entry is to AIC 133, *Express Mail (Special Permit) Revenue.*

c. Balances are computed with each entry.

The deposits and withdrawals when entered to the Form 25 are incorporated in the Master Trust Account Form 25 which serves as the control for the total daily entries to AIC 080, *Trust Funds Received,* and AIC 480, *Trust Funds Withdrawn,* in the Accountbook.

The EMRS provides an EMCA Activity Statement which lists each deposit entered from the triplicate Form 3544. The total of these deposits must be matched to the total deposits entered on the Form 25. If they do not match, it will be necessary to compare each deposit listed on the Activity Statement with the duplicate copy of Forms 3544 to find the missing deposit.

The EMCA Activity Statement contains the customer's ending balance and any necessary advance deposit required. This accounting period report is the only tool used to monitor compliance with the advance deposit minimum requirement. The Director, Customer Services is responsible for following up with customers who fail to maintain the required balance.

—Dept. of the Controller, 2–13–86.

INTERNATIONAL FIRST FLIGHT CACHETS

Official cachet and philatelic treatment for the first flight service described below is authorized in Section 244.63, POSTAL OPERATIONS MANUAL.

Covers to be sent on the flight must be prepared in accordance with the following instructions:

1. All covers must be addressed with postage affixed at 44 cents per half ounce.

2. A clear space, 2½ by 2½ inches on the lower portion of the envelope and to the left of the address, must be allowed for the cachet. An additional 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark, and each envelope should contain a filler of postal card thickness to assure good impressions of the cancellations.

3. The covers must be placed in outer envelopes and mailed to reach the office applying the cachet no later than three days before the scheduled date of the flight. "First Flight Covers" should be written in the lower left corner of the outer envelopes.

4. Aerogrammes and postal cards will not be accepted. There will be a limit of 50 covers per customer per flight. Covers already postmarked and those not prepared in accordance with instructions will not receive cachets or cancellations.

Specific instructions for the flights are as follows:

INTERNATIONAL

Pan American World Airways

On May 1, 1986, Pan American Airways will inaugurate service from New York, NY, to Leningrad, Union of Soviet Socialist Republics.

The following cancellation may be obtained:
New York to Leningrad

Cachets to be applied	Send covers to
New York Post Office	Postmaster New York, NY 10199–9998
John F. Kennedy Airport Mail Facility.	Operations Manager Airport Mail Facility John F. Kennedy International Airport Jamaica, NY 11430–9998
United Nations Post Office	Superintendent United Nations Post Office Room 1B–26 New York, NY 10017–9992

Note: Covers sent through the United Nations Post Office must bear U.N. (not United States) postage.

Delta Air Lines

On April 27, Delta Air Lines will inaugurate service from Atlanta, Georgia, to Stuttgart, Federal Republic of Germany, via Munich, Federal Republic of Germany, and on May 8, from Atlanta, Georgia, to Shannon, Republic of Ireland.

The following cancellations may be obtained:
Atlanta to Munich
Atlanta to Stuttgart
Atlanta to Shannon

Cachets to be applied	Send covers to
Atlanta Post Office	Postmaster Atlanta, GA 30304–9998
Atlanta Airport Mail Facility	Operations Manager Airport Mail Facility William B. Hartsfield International Airport Atlanta, GA 30320–9998

—Customer Services Dept., 2–13–86.

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THE FASTEST MAIL ON EARTH.

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OFFICIAL MAIL ACCOUNTING SYSTEM—PHASE I

On March 15, 1986, the Postal Service will implement Phase I of the new Official Mail Accounting System (OMAS). This Phase changes the licensing and reporting procedures for penalty mail postage meters. Subsequent phases of OMAS, to be implemented later this year, will establish new systems and procedures for penalty mail permit imprint, stamps, second-class, and business reply mail and provide for reporting of penalty mail revenue through the postmaster's Statement of Account.

The major changes affecting post offices for Phase I of OMAS are: (1) quarterly reports on Form 3612, *Official Mail Postage Meter Quarterly Report* will not be required after the report for Quarter II is submitted, (2) post offices will issue licenses for penalty mail postage meters instead of Postal Service headquarters, and (3) post offices will submit forms supporting individual penalty mail meter transactions (e.g., meter settings, licenses, and refunds) to their Postal Data Center for data entry.

A number of key steps are required for a successful implementation of Phase I:

1. Each management sectional center (MSC) manager must designate a Penalty Mail Coordinator. This should be a finance manager or supervisor and preferably would be the person who coordinates penalty mail postage meter reporting.

2. Existing penalty mail postage meter licenses must be coverted to new licenses issued by the setting post office no later than March 14, 1986. By February 14, 1986, MSC Penalty Mail Coordinators should have received the instructions and worksheets required to complete this conversion.

3. Procedures for OMAS Phase I are being issued through an interim change to Handbook DM–103, *Penalty Mail.* MSC Penalty Mail Coordinators should ensure that each affected post office receives sufficient copies of these instructions.

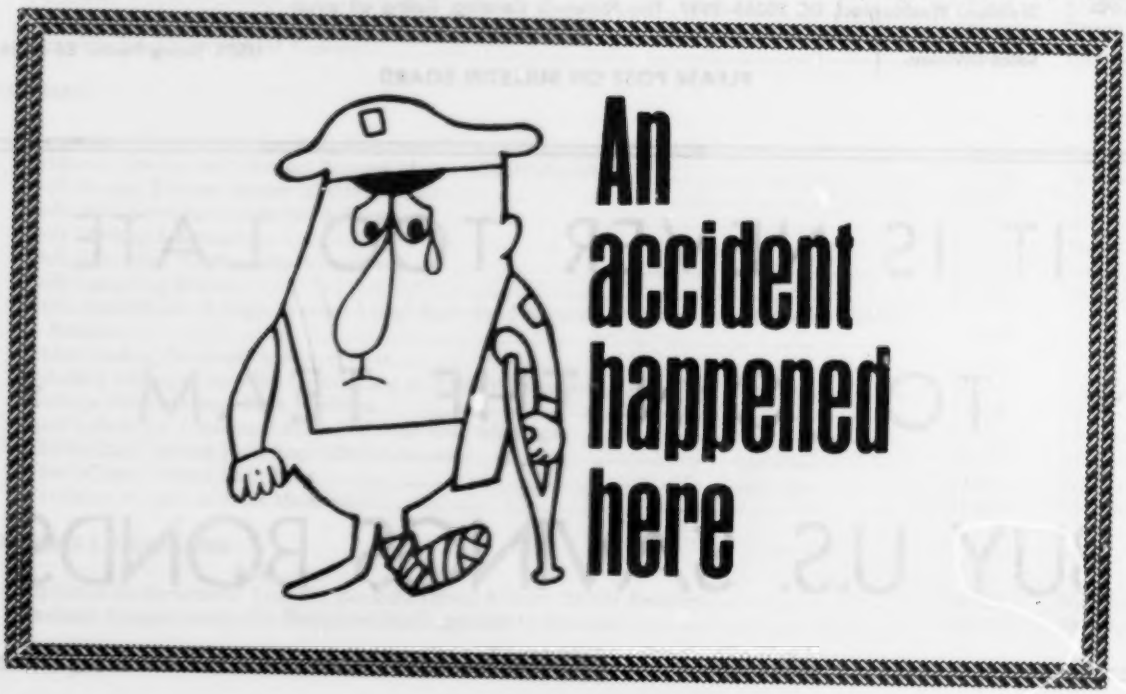
4. Key personnel at each post office currently setting penalty mail postage meters must be trained for the new procedures during March 3–14, 1986. A training program will be available in all Postal Employee Development Centers (PEDC's) and must be coordinated by the MSC Penalty Mail Coordinator and the PEDC Manager.

5. New forms for Phase I are being sent to the MSC Penalty Mail Coordinator. The Coordinator must ensure that an initial supply is provided to each post office setting penalty mail meters. A POSTAL BULLETIN notice will announce availability of these forms at the Supply Centers.

Each of these steps must be completed prior to March 15, 1986 to ensure a successful implementation of OMAS Phase I, accurate billings for Federal government agencies, and timely implementation of the remaining phases of OMAS.

Penalty Mail Coordinators who have questions about OMAS or the Phase I implementation should call the regional Penalty Mail Coordinator or the Official Mail Accounting Branch, USPS Headquarters, on PEN 268–3332.

—Dept. of the Controller, 2–13–86.



STAMPS AND STAMPED PAPER ANNOUNCED FOR 1986

Issue date	Subject	City of issuance
January 3	22¢ Arkansas Statehood commemorative	Little Rock, AR 72231
January 11	25¢ Jack London regular issue (Great Americans Series)	Glen Ellen, CA 95442
January 23	22¢ Stamp Collecting commemorative booklet (joint issue with Sweden) ($1.76—two panes of four designs).	State College, PA 16801
January 30	22¢ Love special issue	New York, NY 10001
February 1	33¢ AMERIPEX '86 postal card	Chicago, IL 60607
February 4	22¢ Sojourner Truth commemorative (Black Heritage Series)	New Paltz, NY 12561
February 27	5¢ Hugo L. Black regular issue (Great Americans Series)	Washington, DC 20066
March 2	22¢ Republic of Texas Sesquicentennial commemorative	San Antonio, TX 78284
March 19	$2 William Jennings Bryan regular issue (Great Americans Series)	Salem, IL 62881
March 21	22¢ Fish commemorative booklet ($2.20—two panes of five designs)	Seattle, WA 98109
April 4	22¢ Public Hospitals commemorative	New York, NY 10001
April 18	14¢ Settling of Connecticut postal card	Hartford, CT 06101
April 29	22¢ Duke Ellington commemorative (Performing Arts Series)	New York, NY 10001
May 2	22¢ Lacemaking commemorative (block of four)	Ypsilanti, MI 48197
May 22	22¢ U.S. Presidents commemoratives (four miniature sheets of nine)	Chicago, IL 60607
May 23	14¢ Stamp Collecting postal card	Chicago, IL 60607
May 24	14¢ Francis Vigo postal card	Vincennes, IN 47591
May 28	22¢ Polar Explorers commemoratives (block of four)	North Pole, AK 99701
June 30	—Margaret Mitchell regular issue (Great Americans Series)	Atlanta, GA 30304
July 3	14¢ Wisconsin Territory postal card	Mineral Point, WI 53565
July 4	22¢ Statue of Liberty commemorative (joint issue with France)	New York, NY 10001
July 14	—Father Edward J. Flanagan regular issue (Great Americans Series)	Boys Town, NE 68010
August 25	—Bret Harte regular issue (Great Americans Series)	Twain Harte, CA 95383
September 3	—John Harvard regular issue (Great Americans Series)	Boston, MA 02205
September 15	—Dr. Paul Dudley White regular issue (Great Americans Series)	Washington, DC 20066
September 17	—Bernard Revel regular issue (Great Americans Series)	New York, NY 10001
September 26	22¢ T. S. Eliot commemorative (Literary Arts Series)	St. Louis, MO 63155
October 1	22¢ Woodcarved Figurines commemoratives (block of four)	Washington, DC 20066
October 24	22¢ Perugino Madonna & Child (traditional Christmas)	Washington, DC 20066
October 24	22¢ Village Scene (contemporary Christmas)	Snow Hill, MD 21863

This list is subject to change and will be updated as necessary in the *Postal Bulletin*. A more detailed listing with complete first day servicing instructions and deadlines for submitting requests may be obtained by sending a stamped, self-addressed envelope to Stamped Paper Announcement, Philatelic Sales Division, Washington, DC 20265–9997. The *Philatelic Catalog*, listing all available stamps and other philatelic items, also is available from the Philatelic Sales Division.

USPS Stamp Poster 86–1986A

PLEASE POST ON BULLETIN BOARD

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BUY U.S. SAVINGS BONDS

1985 ANNUAL POSTAL BULLETIN INDEX

ALL 1985 ISSUES

21492–21546

The following articles are updated regularly in the POSTAL BULLETIN and are not listed in this Index:
1. Invalid Express Mail Corporate Account Numbers
2. Money Orders—Missing U.S.
3. Money Orders—Stolen Canadian

Article Title	PB No.	Date
ACCIDENTS		
Accident Reporting Guidelines	21545	12–19–85
Change in Reporting Motor Vehicle Accidents	21532	09–19–85
Reporting Industrial Accidents	21538	10–31–85
Submission/Retention Procedures of Form 1769, *Accident Report* (*ELM Revision*)	21544	12–12–85
ADDRESSES		
Address Cards—Missing and Exploited Children (*DMM Revision*)	21514	05–16–85
Address Change—Postal Rate Commission (*DMM and POM Revision*)	21534	10–03–85
Address Correction Requested Mail (DMM 159)	21508	04–04–85
Addressing (*DMM Revision*)	21527	08–15–85
Carrier Route Information System (CRIS) Semiannual Update (*DMM Revision*)	21522	07–11–85
Change of Address Order	21544	12–12–85
Detached Address Cards (*DMM Revision*)	21538	10–31–85
Detached Address Cards (*DMM Revision*)	21539	11–07–85
Exceptional Address Format (*DMM Revision*)	21543	12–05–85
Forwarding Regulations—Address Correction Requested	21518	06–13–85
Mailing List Services (*DMM Revision*)	21522	07–11–85
Mailing List Services (*DMM Revision*)	21525	08–01–85
New Change of Address Order—PS Form 3575	21525	08–01–85
Publisher Address Change (*The Discount Merchandiser*)	21509	04–11–85
Requests from Government Agencies for Customer Addresses (*PB 21489 Reprint*)	21539	11–07–85
Simplified Address (*DMM Revision*)	21534	10–03–85
BULK MAIL		
Acceptance Procedures for Bulk Rate and Presort Discount Official Mail	21517	06–06–85
Address Labels—Bulk Bound Printed Matter (*DMM Revision*)	21534	10–03–85
Bulk Bound Printed Matter (*DMM Revision*)	21524	07–25–85
Bulk Mail Acceptance—Revised Forms	21532	09–19–85
Bulk Mailing Statements	21515	05–23–85
Bulk Rate Mail Verification Procedures	21507	03–28–85
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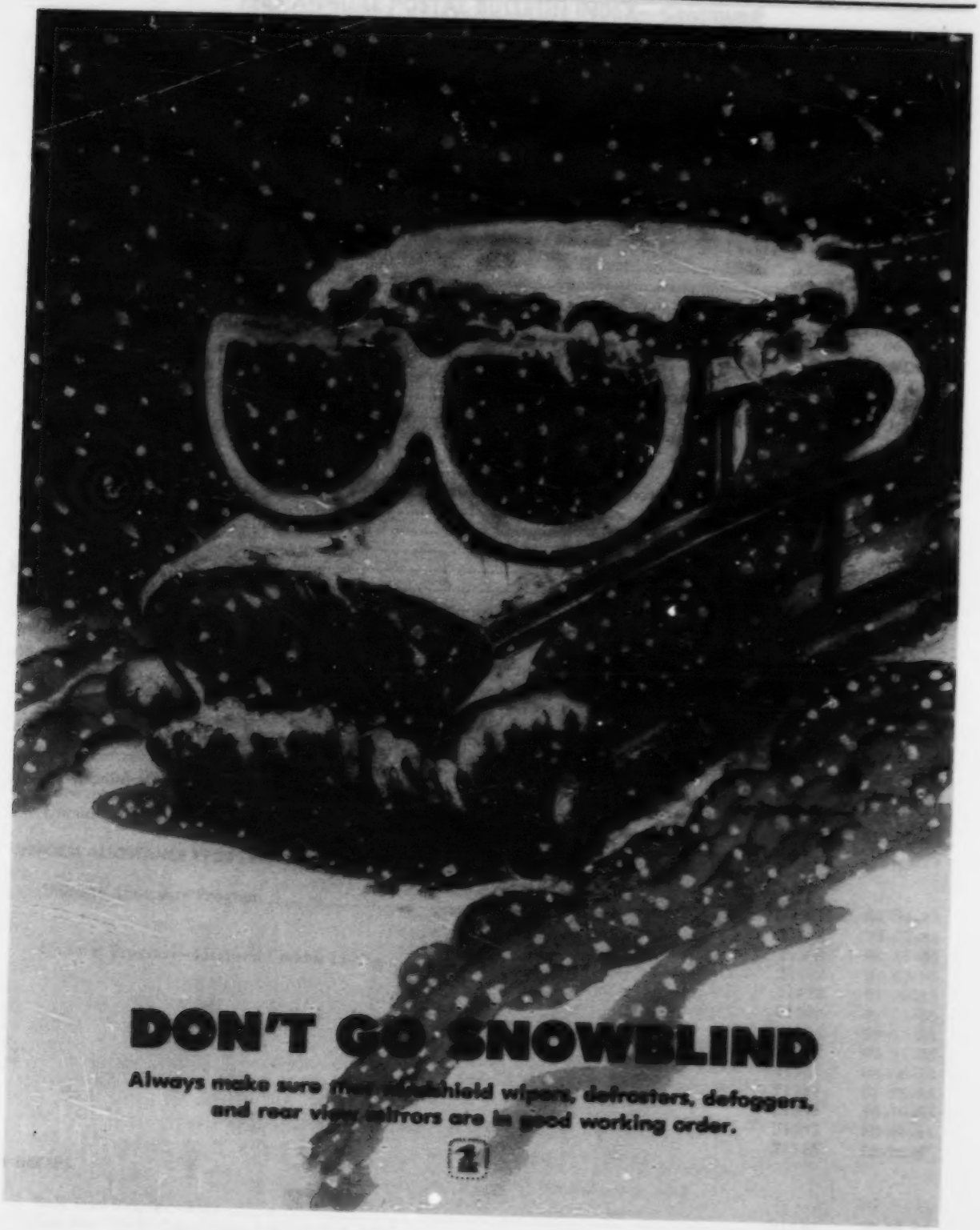
—Document Control Division, 2–13–86.


DON'T GO SNOWBLIND
Always make sure
and rear view mirrors are in good working order.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21552 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
269 942 9300 to 9999
269 943 0000 to 0999
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
274 609 4285 to 4299
274 990 9045 to 9099
275 628 6344 to 6399
276 540 8653 to 8699
277 138 2424 to 2499
277 182 3933 to 3999
277 579 5683 to 5699
278 965 4400 to 4499
278 965 4900 to 4917
279 022 5467 to 5499
279 256 2135 to 2199
279 436 9365 to 9399
279 795 6200 to 6399
279 941 8435 to 8499
280 255 8618 to 8647
280 261 3139 to 3199
280 340 7356 to 7899
280 619 5719 to 5732
281 104 4550 to 4599
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 566 7600 to 7699
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
366 772 6702 to 6799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21552** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

016026	117164	276213	372250	528006	708065	794077	913299	941116
018066	117187	276230	374087	528010	711210	815031	913344	941199
018107	117203	276231	381008	532215	713029	841233	913392	941227
019044	117223	277035	381050	548002	723003	850405	917585	941241
021159	122046	279014	381147	548003	750102	856006	921182	941246
021259	122050	280033	381158	549045	752236	895107	921222	941257
021297	122109	282194	381244	551125	752530	900075	921298	941273
024014	152132	283001	381267	551170	752552	900627	921300	941312
033018	170081	296112	381306	554513	760007	901018	921301	945233
038074	171054	303161	381359	594533	760029	901056	921304	945237
064049	188001	303624	381361	598042	760228	901079	921318	945250
069212	191321	327078	381381	600003	761049	901099	921322	945254
069223	191402	328108	382004	600102	761295	901125	921331	945255
069234	191403	328119	403009	600109	770032	901128	921333	945257
071472	191426	328122	403011	600177	770068	901130	921334	945261
078103	191447	329029	404100	600274	770071	901131	921343	945266
080116	200163	331063	405011	600923	770093	901133	921346	946096
085004	200432	331470	405048	600982	770218	901161	921347	948028
100561	200447	331496	405050	601061	770219	901173	921358	949034
100932	200448	331604	414001	601073	770258	901186	922027	950143
101015	206023	331618	420010	601093	770273	901201	922035	951169
101079	206029	331647	423004	601222	770301	901202	924098	952040
101281	208055	333274	432115	601380	770342	901210	926603	954203
101309	208066	333356	432118	601558	770359	901211	926641	954207
101333	208072	333373	432129	601630	770459	901225	926667	972215
101334	209002	333705	432130	601675	770513	901226	926668	972227
101341	209006	333707	452251	605162	770810	901235	926745	975015
101407	209017	333726	454082	605164	770818	901247	926751	981293
101491	221028	333730	462049	607116	770831	901266	926752	981327
101508	221046	334002	462203	607603	770854	901272	926753	981349
104029	221065	334172	462209	622040	778004	901284	926773	981398
104055	232111	336037	468057	622068	782259	901296	926786	981424
105068	232113	336068	478007	624006	782261	901297	926812	981500
106953	271007	336152	480094	631182	782272	901301	927275	981511
107100	271075	336323	480281	631247	787237	901302	927308	981559
108005	274086	336344	480307	631311	791063	901321	927320	984064
110049	274107	336452	480315	631329	791068	901324	928110	992142
112088	275025	336638	482151	658101	791072	901329	940147	995203
112091	275026	336808	485003	672105	791075	902379	940191	997087
114065	275052	337062	489028	681124	791079	902384	940238	997088
114085	276038	339003	503160	701077	794010	912036	940285	997089
117134	276209	372228	520029	701448	794065	912231	941091	997090

—Customer Services Dept., 2–13–86.

Pile sacks evenly to avoid damage and to conserve space

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST CLASS

OFFICIAL POSTAL USE	PUBLIC USE
1. Requisitions **a. Single Issues.** Send Form 7380 to your area supply center. **b. Quantity Changes.** Complete information below and return entire page, with PB address label, to: Document Control Division, IRM, USPS Headquarters, Washington, DC 20260–1571. **2. Address Changes.** Same as 1b.	**1. Requisitions** **a. Single Issues.** Complete information below and return entire page, with PB address label, and check or money order for $1.50 each (payable to Superintendent of Documents), to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402–0001. Order Desk (202) 783–3238 **b. Subscription.** Same as 1a. Cost is $71.00 for a 12-month subscription. **2. Address Changes.** Same as 1a.

PLEASE BE SURE PB ADDRESS LABEL IS ATTACHED WHEN RETURNING FORM.

MasterCard and VISA accepted. MasterCard VISA Credit Card No. Expiration Date Month/Year

Postal Facility, Company, or Personal Name

Additional Address/Attention Line

Street Address

City State ZIP + 4 Code

(or) Country

Please Print

Customer's Telephone No.'s
Area Code Home Area Code Office

Old Quantity _____

New Quantity _____

Signature of Designated Approving Manager

Effective Period: *Postal Bulletin articles are effective for one year unless otherwise specified.* **Schedule:** The Bulletin is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260–1571. **Distribution:** USPS distributes the Bulletin to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of Bulletin articles appears early in the months of January, April, July, and October; a yearly index appears early the following year.

21554

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

PB 21554—February 20, 1986—16 Pages

Privacy Act Annual Report

Each calendar year the U.S. Postal Service submits a report to the Office of Management and Budget concerning the administration of the Privacy Act. The report for calendar year 1985 will be due on April 30, 1986.

NEWARK PUBLIC LIBRARY
MAR 5 1986
GOVT. PUBS
DEPOSITORY

Who Must Submit a Report

Each records custodian must submit a report of all Privacy Act requests, *except those from current postal employees and from Government agencies* in which the requester specifically stated that the request was being made under the Privacy Act. Any request that does not cite the Privacy Act (even though it is of a Privacy Act nature and is granted or denied under the Act) should not be reported.

Submission of Report

Reports are to be submitted to the Records Officer, USPS Headquarters, 475 L'Enfant Plaza West, SW., Washington, D.C. 20260–5010, on or before March 31, 1986. The report should be clearly marked: *Privacy Act Annual Report.*

Content of Report

Please submit the required information in the following format:

Requests processed in which the Privacy Act was cited by the requester*	Number of requests
The number of access and amendment requests for records	5
The number of these access and amendment requests that were denied in whole or in part	2

*Do *not* include requests from current employees or requests from Government agencies, e.g., for change of address information.

—Records Office, 2–20–86.

If the Address On Your POSTAL BULLETIN Mailing Label Is Incorrect Or Your Facility Has Moved, Please Follow The Instructions and Complete The Form On The Back Page . . . Of This Bulletin.

Money Order Inquiries—$1.40 Fee

Since February 17, 1985, customers have been required to pay a **$1.40** fee to file a money order inquiry on Form 6401, *Domestic Money Order Inquiry.* It has been noted that almost 50 percent of the Forms 6401 processed by the Money Order Division have either the old 30¢ fee or no fee at all.

Post Offices are reminded that customers must pay the **$1.40** fee and clerks should affix **$1.40** in postage over the eagle indicia on the front of Form 6401 *before* giving the customer the Form 6401 to complete. Repeated failure to affix the **$1.40** fee on Form 6401 will result in a charge-back to the management sectional center servicing the customer submitting the Form 6401 or use of an accountable type form.

The new yellow Form 6401 must be used. All other Forms 6401 are obsolete.

—Rates & Classification Dept., 2–20–86.

18-Cent Surrey Coil Stamp Removed from Sale

The 18-Cent Surrey coil stamp will be withdrawn from sale at the Philatelic Sales Division on February 28, 1986.

Stock remaining on hand after February 28, 1986, must immediately be withdrawn from all philatelic outlets and returned to the main stock to be handled in accordance with Section 553, F–1, *Financial Handbook for Post Offices.*

Post offices may continue to sell the 18-Cent Surrey coil stamps at their regular windows until stock is exhausted.

Inspection Service will give attention in this area during audit review.

—Customer Services Dept., 2–20–86.

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P1.3:

ELM, F–21 Revision

Timekeeping Procedures CAG L Post Offices

This article is being issued to clarify timekeeping procedures in CAG L Post Offices.

Postmasters in CAG L offices in Rate Schedule Code (RSC) F are scheduled and compensated for 6 days per week.

Postmasters in CAG L offices in Rate Schedule Code (RSC) E are scheduled and compensated for 8 hours per day, 5 days per week.

In cases where a CAG L postmaster wishes to take leave or to otherwise utilize a CAG L leave replacement, Form 1377, *Request for Payment of Postmasters Replacement and/or Postmaster (CAG L) Overtime,* must be completed in accordance with procedures published in POSTAL BULLETIN 21500, 2–14–85.

The following chart will explain the scheduled work hours and how leave is charged to postmasters in CAG L offices.

RSC/Level	Scheduled Work Hours per Day	Days Worked	Unit Charge For Leave
F–51	2	6	Postmasters in RSC F, levels 51 through 55, are charged in half day (4 hours) or whole day (8 hours) increments.
F–52	3	6	
F–53	4	6	
F–54	5	6	
F–55	6		
EAS 11 and above	8	5	If non-exempt, leave is charged in hours and hundredths.

Note: For RSC F postmasters, no leave is charged for Saturday absence when it is included in an extended period of leave. A single Saturday absence is charged as one day (8 hours) of leave.

Although leave is charged in hours and hundredths for EAS–11 and above, the leave should be reported in *hours and minutes* on Form 1377. Your postal data center or management sectional center will convert the reported hours and minutes into *hours and hundredths* to compensate for work and leave charges.

These changes will be included in the next update of Handbook F–21, *Time and Attendance* and the EMPLOYEE AND LABOR RELATIONS MANUAL.—*Dept. of the Controller, 2–20–86.*

The orange and blue pouch is to be used for Express Mail Service only.

Centralized Mail Delivery—USPS Publications (October 1985)

The Postal Service has developed three new color publications to assist field personnel in acquainting builders, developers and customers with the benefits of centralized mail delivery service. These separate publications permit the Postal Service to address centralized mail delivery service according to delivery and building characteristics. Following is a list of the publications:

Publication 265 A, *Centralized Mail Delivery, Residential Applications.*

Publication 265 B, *Centralized Mail Delivery, Commercial Applications.*

Publication 265 C, *Centralized Mail Delivery, Garden Apartment Applications.*

All three publications are available from the supply centers. Publication 265, *Centralized Mail Delivery,* (August 1983) may be ordered from the supply centers and used until supplies are exhausted. It will not be reprinted.

Personnel are reminded that all current policies regarding centralized delivery equipment remain in effect. While the Postal Service encourages improved centralized delivery installations for apartment communities, such as those pictured in Publication 265 C, *the Postal Service does not provide centralized mail delivery equipment for apartment house deliveries.—Delivery Services Dept., 2–20–86.*

ELM Revision

Uniform Allowance Program

EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 583.32, should reflect the wearing of name badges by window service personnel. Therefore, the following revision should be made:

583.3 Insignia

.32 Other Insignia. Other insignia may not be worn with the uniform. Exception: Officially authorized name badges are worn by window service personnel as prescribed. An award emblem for safe driving or superior accomplishment, or other officially authorized insignia, may be worn on the left side of the cap. Employees who are not required to wear caps may wear the insignia on the lapel of the jacket.

This revision will be incorporated in the upcoming issue of the ELM.

—Labor Relations Dept., 2–20–86.

Watch out for the other guy—
He decides whether you live or die

ZIP CODE DIRECTORIES

The Postal Service will continue a policy introduced in 1979 and print two editions (Publications 65 and 65A) of the *National Five-Digit ZIP Code and Post Office Directory in 1986.*

Publication 65

1. Description. Publication 65, *National Five-Digit ZIP Code and Post Office Directory,* is the full-color version of the National Five-Digit ZIP Code and Post Office Directory. Each Publication 65 will be individually-packaged in a mailable container for ease of handling. The individually-packaged containers will be shipped in cartons of eight directories. The directory will be sold over-the-counter in post offices from CAGs A through G. Post offices in CAGs H through L will use Form 4326 *USPS National Five-Digit ZIP Code and Post Office Directory Order* to order copies. The price of the 1986 Directory will be $9 per copy.

2. Discount Sales. Postal customers who turn in the cover from a previous year's ZIP Code Directory at the time of purchase will receive a discount of $1 toward the purchase of the new edition. Only copies of obsolete Publication 26, *Directory of Post Offices* (last published in 1978), Publication 65, and Publication 66 *ZIP + 4 State Directory* are eligible for this discount. No trade-in will be allowed for directories published by private firms, or for copies of Publication 65–A, *National Five-Digit ZIP Code and Post Office Directory for Internal Use.* Only one trade-in may be used for each book purchased.

Example: If a customer orders 16 directories and trades in four previous year's ZIP Code Directory covers, the total cost will be $9 times 16 directories, minus $4 for old covers, or $140. A maximum of seven covers may be traded in for each bundle quantity purchased.

3. Mail order sales. The Postal Service ran an early order program (described in POSTAL BULLETIN 21536, 10–17–85) for directory sales from October 1985 through November 30, 1985. As a result of this program, over 60,000 directory orders were received. In response to customer inquiries, additional Forms 4243, *National Five-Digit ZIP Code and Post Office Directory Order Form* (for mail order use only) and preprinted envelopes will be available in the 1986 edition of Publication 65 as well as at the Eastern and Western Area Supply Centers.

4. Distribution

a. Publication 65. Publication 65 will be shipped on pallets from the printing plant directly to management sectional centers (MSCs) during February 1986. There will be no individual addressing of these directories for shipment to associate offices (AOs). It is the responsibility of the Manager of Retail Sales and the Accountable Paper Unit at each MSC to provide further distribution of Publication 65 to offices in CAGs A through G within the sectional center. Distribution quantities should be based on last year's Form 1079, *Philatelic Product Physical Inventory Recap,* sales reports from those offices. The remaining copies of Publication 65 will be retained by the MSC Accountable Paper Unit to fill orders from CAG H through L offices which will use Form 4326 to place customer orders. The decision not to distribute directories directly to offices in CAGs H through L was made to allow better control of Publication 65 inventory. MSCs may request exceptions to this policy by contacting their regional Retail Branch. The success to the sales program depends on the management of this distribution.

b. Availability of Form 4326. These forms are stocked at both the Eastern and Western Area Supply Centers. The Accountable Paper Unit at each MSC should order a quantity of Forms 4326 for their own use and distribution to offices in CAGs H through L. Form 4326 will be used by CAG H through L offices to place customer orders for ZIP Code directories.

5. Sale

a. This year, the Postal Service will again maintain a computerized file containing the names and addresses of all customers who purchase Publication 65. This file will be used to solicit future directory (ZIP + 4 and Five-Digit) orders.

b. Inventory control will be maintained as provided in Handbook F–1, *Financial Handbook for Post Offices* (724–726). Sectional Center managers and postmasters must assure strict compliance with these and all other procedures in Handbook F–1, 720. All sales must be accounted for, as required by existing instructions for retail products (see Handbook F–1, 720) and guidelines issued by regional offices. Clerks will report revenue on Form 1412, A or B, *Daily Financial Report.* Use Form 3317–A, *Retail and Philatelic Products-Clerks Daily Sales Record,* to identify revenue (see Handbook F–1, 723).

c. While selling Publication 65 over the counter, clerks in CAG A through G post offices, stations, and branches will provide each customer with Form 4326 (or photocopy). The customer will be asked to complete and return the form before leaving the window. Forward completed Forms 4326 to the MSC Accountable Paper Unit on a daily basis. At close of business each Friday, each MSC Accountable Paper Unit will forward all Forms 4326 received during the week from CAGs A through G post offices, stations and branches to: Address Information Center, 6060 Primacy Pkwy., Memphis, TN 38188–0001.

d. In addition to the above, each MSC Accountable Paper Unit will make copies of the MSC receipt (copy 2 of Form 4326) received during the week from CAG H through L post offices, stations, and branches and forward these to the Address Information Center at the address given above.

e. One order form/mailing label is required for each single directory and for each carton (8 directories) order. The clerk must endorse the order "Carton Quantity—8 directories." Customers should be instructed to complete the order and present it to the clerk with the appropriate payment and previous year's directory cover trade-in, if any. The customer is given the top copy of the order form as a receipt. This top copy has a place for the unit's all-purpose stamp and the clerk's initials.

f. Advise the customer that the MSC will ship the directories to the mailing address on the label. If customers do not wish to order a directory in this manner, they should be directed to the nearest CAG A through G facility where a directory may be purchased over the counter.

g. The clerk accounts for the directory sale on Form 1412 in accordance with the procedures in Handbook F–1 (see 5b). At the close of business, the directory orders for that day are dispatched to the Accountable Paper Unit at the MSC. Upon receipt of these directory orders, the Accountable Paper Unit removes the MSC receipt copy of the order, places the mailing label on a prepackaged single Publication 65, and enters it in the mailstream for delivery to the customer.

Note: While most orders will be for single directories, check for orders marked "Carton Quantity—8 directories." In that event, the label should be applied to a carton of 8 directories.

6. Requisitions

a. Publication 65 will not be stocked in the Eastern and Western Area Supply Centers this year. Offices which anticipate insufficient supplies of Publication 65 for customer demand must obtain additional supplies from the Accountable Paper Unit at the MSC. If the MSC anticipates that customer demand will exceed the available quantities for the entire MSC, it should contact the regional retail branch (see the names and addresses listed at the end of this article).

b. If additional Forms 4326 are required, the Accountable Paper Unit may order them from the appropriate area supply center on Form 7380, *Supply Center Requisition,* during regular requisitioning cycles, in quantities not to exceed 500 per order.

Publication 65–A

1. Description. Publication 65–A, *National Five-Digit ZIP Code and Post Office Directory,* used by Postal Service personnel and in postal lobbies by customers, will have a full color cover. It will be marked as Publication 65–A and is not to be sold or distributed to the private sector. Federal Government departments, agencies, and military installations will also be expected to use Publication 65–A. Agencies may obtain copies through normal Government Printing Office supply channels.

2. Distribution. Publication 65–A will be shipped directly to MSCs in cartons with an addressed penalty label to each post office, station, branch, and community post office. Directories will also be shipped directly to BMCs, PDCs, TMOs, and other Postal Service offices. The quantity provided each postal unit is based on that unit's profile as determined from postal computerized data files. The quantity shipped should be adequate for the needs of each unit or office.

3. Requisitions. A limited quantity of Publication 65–A is being stored in the Eastern and Western Area Supply Centers. Offices requiring additional copies must complete Form 7380, *Supply Center Requisition,* and forward it to the directory coordinator at the regional retail branch for review and approval (see addresses below). The requesting unit should identify the specific main office, station, or branch to which the shipment is to be directed. Approved requisitions will then be forwarded to the appropriate supply center.

Obsolete Copies of Publications 65 and 65–A

Disposition: Any copies of Publication 65 and 65–A, *1985 National Five-Digit ZIP Code and Post Office Directory,* in stock or in use must be disposed of as waste or presented for recycled paper (locally), upon receipt of the 1986 edition.

Regional ZIP Code Coordinators

MSCs encountering problems with the distribution of Publication 65 or 65–A or requiring additional information may contact the regional ZIP Code Coordinators listed below. Associate Offices are not authorized to contact these coordinators but should direct inquiries to the MSC.

Clara Jordan
Retail Branch—0611
Northeast Region, USPS
New York, NY 10098–0611
PEN 330–4282

Rochelle Scott-McCoy
Retail Branch—0611
Central Region, USPS
Chicago, IL 60699–0611
PEN 765–5736

Kirby Cooper
Retail Branch—0611
Eastern Region, USPS
Philadelphia, PA 19197–0611
PEN 496–6283

Pope Johnsey
Retail Branch—0611
Southern Region, USPS
Memphis, TN 38166–0611
PEN 722–7653

Art Paley
Retail Branch—0611
Western Region, USPS
San Bruno, CA 94099–0611
PEN 742–4751

—Delivery Services Dept., 2–20–86.

DMM Revision

OFFICIAL MAIL

Effective March 15, 1986, the DOMESTIC MAIL MANUAL (DMM), 137.2, is revised to reflect changes required to implement Phase I of the new Official Mail Accounting System (OMAS).

Phase I provides interim procedures for conversion of penalty mail postage meter accountability and billing to OMAS. Under these procedures, post offices will prepare all penalty mail postage meter transactions and submit them to their Postal Data Center (PDC) for input to OMAS. Once the PDC has input the data, post offices will correct errors, verify system reports, and reconcile accounting period and quarterly reports. Post offices will issue penalty mail postage meter licenses, following procedures similar to commercial meter licensing. Form 3612, *Official Mail Postage Meters Quarterly Report,* will not be used after submission of the Quarter II reports, since all meter transactions will be input by the PDC from post office source documents.

Specific post office procedures for Phase I will be provided in changes to Chapters 2 and 5 of Handbook DM–103, *Penalty Mail,* and in training courses for affected employees which will be available at each Postal Employee Development Center.

Major changes reflected in these DMM revisions are as follows:

a. Penalty mail users can assign an optional five-digit cost code to penalty mail meter licenses. These codes will allow agencies to identify and track their postal expenses for better mail management.

b. Agencies will apply to post offices where meters will be set for meter licenses and may use more than one meter under a single license.

c. When approved by the Postal Service, meter manufacturers may offer a penalty mail postage meter version of the Computerized Remote Postage Meter Resetting Service (CMRS).

Specific revisions to the DMM are as follows:

137 Official Mail

* * * * *

137.2 Penalty Mail—Executive and Judicial Officers

* * * * *

.25 Authorizations

* * * * *

.253 Agency Cost Codes. Agencies may develop and assign an optional, five-digit numeric cost code to each penalty mail postage meter license. The cost code will be associated in the Official Mail Accounting System (OMAS) with each revenue transaction for meters installed under the license, allowing agencies to track postal expenses by cost center. A Quarterly Expense Report will be sent to each agency, summarizing expenses according to the first two digits of the cost code. If requested, the Postal Service will also generate a quarterly magnetic tape for each agency containing all official mail meter transactions processed during the quarter. Agencies desiring to establish cost codes and receive the quarterly tape should contact the Manager, Official Mail Accounting Branch, USPS Headquarters, Washington, DC 20260–5215, for more information.

* * * * *

.27 Penalty Mail Indicia Formats

* * * * *

.273 Penalty Meters

a. Description. Agencies may use postage meters with a special penalty design, following the procedures described in 144. *Exceptions:* (1) the provisions of 144.344, 144.355, and 144.39 are not available to penalty mail postage meter users; and (2) agencies must follow the procedures as otherwise modified in 137.273b–k.

b. License. Agencies must obtain licenses to use penalty mail postage meters by submitting Form 3601–A, *Application for a Postage Meter License,* to each post office where their meter(s) are set. Agencies *must* include their three-digit agency code on each license application and may assign one cost code, described in 137.253, to each license. See Exhibit 137.273b for an example of a completed license application. Any number of meters may be set under a single meter license at the post office which issues the license.

* * * * *

d. Meter Settings and Payment. Agencies may set one or more meters under a single license. They will be charged by the Postal Service for the total amount of postage set during each quarter, based on records of settings prepared by the post office setting location. Note: Since post office setting locations must inspect penalty mail postage meters at least once every 6 months (see 144.224), agencies should plan to reset their meters that frequently to eliminate additional trips to the post office for meter inspections.

e. Spoiled or Unused Penalty Meter Postage. Agencies must present spoiled or unused penalty mail postage strips to their post office setting location to obtain credit. Post offices must follow the procedures in 147.2 and complete Form 3533, *Application and Voucher for Refund of Postage and Fees.* No refunds may be made in cash or applied to a

meter. The credit will be reflected in the quarterly statement provided to the agency.

f. Changing a Penalty Mail Postage Meter Location. In accordance with 137.273b, agencies must obtain a license authorizing them to have their meter set without prepayment when they transfer a meter from one post office to another. Agencies may, however, transfer a meter between stations and branches of the *same* post office with the permission of the postmaster, without obtaining a new license.

* * * * *

i. Checking Penalty Mail Postage Meters Out of Service. Agencies will *not* receive a cash refund when they check a penalty mail postage meter out of service without replacing it and postage remains on the meter. Credits due will be reported on documents prepared by the post office and reflected on the agency's quarterly billing statement.

* * * * *

k. Computerized Remote Postage Meter Resetting (CMRS). Agencies may use a penalty mail postage meter version of the CMRS service described in 144.38 when it is offered by a meter manufacturer and approved by the Postal Service. Agencies must follow the procedures in 144.38, except they will not be required to prepay for metered postage or to establish a trustee bank to process payments. Agencies will be billed for these meter settings directly by Postal Service Headquarters, based on data provided by the meter manufacturer.

These changes will be incorporated into a future revision of the DMM.

—Dept. of the Controller, 2–20–86.

Treasury Department Checks

Supplemental security income and VA Compensation and Pension checks are to be delivered on Friday, February 28. The supplemental security income checks will be released to the Postal Service by the Austin, Birmingham, Chicago, Kansas City, Philadelphia and San Francisco Financial Centers and the VA Compensation and Pension checks will be released by the Austin Financial Center. The envelopes will bear the legend:

> Postmaster: Requested delivery date is the 28th of the month.

Civil service annuity, public debt interest and railroad retirement checks are to be delivered on Saturday, March 1. The railroad retirement checks will be released from the Austin, Birmingham, Chicago, Kansas City, Philadelphia and San Francisco Financial Centers. The civil service annuity and public debt interest checks will be released from the Chicago Financial Center. The envelopes will bear the legend:

> Postmaster: Requested delivery date is the 1st day of the month or the first delivery date thereafter.

Social security annuity checks will be delivered on the normal delivery date, Monday, March 3. The envelopes will bear the legend:

> Postmaster: Requested delivery date is the 3rd day of the month.

Postmasters and supervisors are asked to plan to complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 2–20–86.*

Requisitioning of Supplies From the Western Area Supply Center

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

Beginning March 3, 1986, all postal installations served by the Western Area Supply Center are authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. *Accordingly, offices should maintain no more than a 1-month level of supplies.*

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—Procurement & Supply Dept., 2–20–86.

International Reply Coupons

International reply coupons with a selling price of 65 cents were made obsolete by the price increase which became effective January 1, 1986, as announced in POSTAL BULLETIN 21543 (12–5–85).

Postmasters must forward all unsold 65-cent international reply coupons to their Stamp Distribution Offices, following disposition procedures for nonsaleable stock contained in Handbook F–1, *Financial Handbook for Post Offices,* Section 550.—*Customer Services Dept., 2–20–86.*

NATIONAL RETIREMENT COUNSELING SYSTEM

A. Semiannual Annuity Estimates

The National Retirement Counseling System (NARECS) provides, on a semiannual basis, computer-generated annuity estimates for employees eligible for optional retirement.

The semiannual printouts of the Annuity Estimate (Report No. AAF–240P1) will be distributed during the week of February 24, 1986.

When the annuity estimates are available, employing offices are to advise employees who are eligible to retire of the availability of the printouts by posting a general announcement on bulletin boards or through employee newsletters. Do nothing that would be viewed as coercing an employee to retire. Optional retirement is a purely personal decision on the employee's part.

B. Retirement Counseling

In advising employees of their annuity estimates, emphasize that it is only an estimate and that the Office of Personnel Management (OPM) computes the official annuity rate after retirement.

Personnel with retirement counseling responsibilities should make every effort to provide information and retirement counseling to eligible employees considering retirement. Such information should prove helpful in making their transition into retirement a smooth one. In addition to a complete explanation of the information on the annuity estimate (amount of retirement, terminal leave payment, health and life insurance, etc.) and other pertinent information, please advise retiree eligibles of the following:

1. *Commencing Date of Optional Retirement*

a. The retirement law provides that annuities based on optional (voluntary) retirement will commence on the first day of the month after separation (or the first day of the month after the employee's last day in a pay status), provided the age and service requirements for annuity eligibility are met. The retirement law also provides that for those who voluntarily retire on day 1, 2, or 3 of the month, annuity will begin either on the day after separation or the day after the last day in a pay status provided the service and age requirements for eligibility to an immediate annuity are met. For example, if the employee retires on March 3, and the last day in pay status is March 3, annuity will begin on March 4; if retirement is March 3, and the last day in pay status is March 1, annuity will begin March 2. However, if the employee retires anytime between March 4 and March 31 (and the last day in pay status is in March), the annuity will begin April 1.

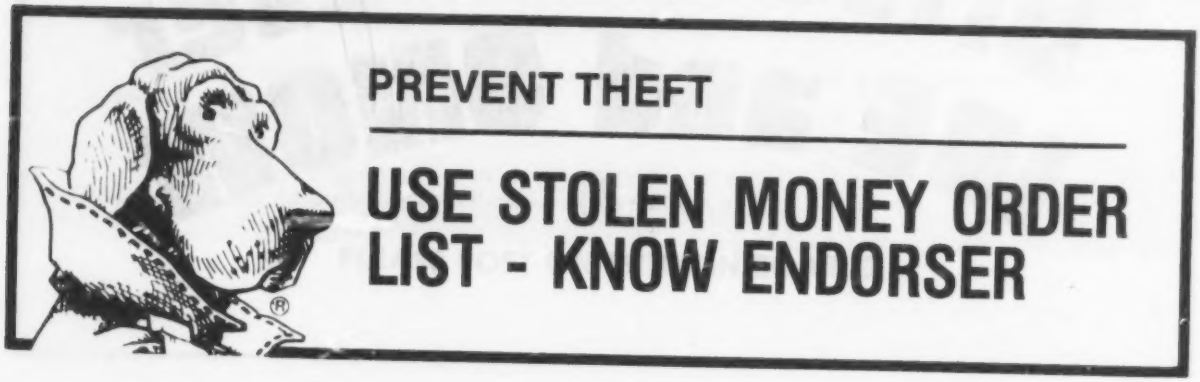
b. Employees should carefully consider the retirement law's provisions concerning the commencement date of annuities in selecting their retirement date. Also, they should weigh the advantages and disadvantages of the effective date of retirement on leave accrual (terminal leave lump-sum payment) and other relevant factors.

2. *Deposit for Post-1956 Military Service*

Employees who desire to make service credit deposits for post-1956 military service may elect, at their option, to make such deposits in either a lump-sum payment, installment payments, or through payroll deductions. Eligible survivors who wish to make a service credit deposit for the deceased employee's post-1956 military service in order to receive credit for Civil Service retirement purposes may make a lump-sum payment deposit only. The deposits for military service must be made to the Postal Service, not the Office of Personnel Management.

Installation heads must ensure that the revised Notice to All Employees which appears on page 9 of this bulletin is posted on all bulletin boards in a prominent place and remains there until superseded. This bulletin board notice replaces the one which appeared in Postal Bulletin 21446, 2–23–84, page 17.

—Employee Relations Dept., 2–20–86.



U.S.MAIL
Drive slow over
ICE and SNOW

Notice to All Employees

CIVIL SERVICE RETIREMENT

SERVICE CREDIT DEPOSITS FOR POST-1956 MILITARY SERVICE

The Omnibus Budget Reconciliation Act of 1982 (Public Law 97–253) established new requirements for credit for post-1956 military service for Civil Service Retirement (CSR) purposes. The law distinguishes between employees employed before and after October 1, 1982.

Employed Before October 1, 1982

Individuals who first became employed in a position under the CSR System *before* October 1, 1982, have the option of either (1) making the deposit for post-1956 military service or (2) receiving credit as in the past (without making the deposit) and having their annuity recomputed at age 62 to eliminate post-156 military service if they are eligible for Social Security old-age or survivor benefits. Included are individuals who were, previous to October 1, 1982, covered under the CSR System and again employed under the CSR System *on* or *after* October 1, 1982.

Employed on or After October 1, 1982

Individuals who first became employed under the CSR System *on* or *after* October 1, 1982, will receive credit for their post-1956 military service *only* if a deposit for the military service is made.

Amount of Deposit

The deposit will be 7 percent of basic military pay received, plus interest accruing after a *grace* period. The interest-free *grace* period ends either **September 30, 1986,** or within 3 years after the date the individual first becomes employed in a position under the CSR System.

Payment Procedures

Employees who wish to make service credit deposits for their post-1956 military service may elect, at their option, to make such deposits in either a lump-sum payment, installment payments, or through payroll deductions.

Employees who wish to make service credit deposits should evaluate their own individual situation to determine whether such deposits would prove advantageous.

Employees interested in making such a deposit should contact their personnel office for additional instructions.

NOTE: Once an employee has made a service credit deposit, only the Office of Personnel Management has the authority to refund service credit deposits.

PLEASE POST ON BULLETIN BOARDS

POST OFFICE CHANGES NUMBER 6

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	011150	36724	AL	Browns	Dallas		Post Office	2-14-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Browns, AL 36759 as last line of address.
NEW	015350	36759	AL	Marion Junction	Dallas	Browns	Place Name	2-14-86	
OLD	011570	36729	AL	Chance	Clarke		Post Office	2-14-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Chance, AL 36751 as last line of address.
NEW	015060	36751	AL	Lower Peach Tree	Clarke	Chance	Place Name	2-14-86	
OLD	016730	36772	AL	Putnam	Marengo		Post Office	2-14-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Putnam, AL 36784 as last line of address.
NEW	018080	36784	AL	Thomasville	Marengo	Putnam	Place Name	2-14-86	
OLD	017680	36076	AL	Sprague	Montgomery		Post Office	2-14-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Sprague, AL 36069 as last line of address.
NEW	016790	36069	AL	Ramer	Montgomery	Sprague	Place Name	2-14-86	
OLD									FPO redesignated as a Mailing Address only. All FPO mailings should include ship name.
NEW	056786	96675	CA	San Francisco	San Francisco	USS George Philip (FFG-12) FPO 96675.	Classified Branch	1-18-86	
OLD									APO established effective 2/15/86 through 4/1/86 with mailing restrictions A-B.
NEW	056786	96222	CA	San Francisco	San Francisco	APO 96222	Classified Branch	2-15-86	
OLD									APO established effective 2/15/86 through 4/1/86 with mailing restrictions A-B.
NEW	056786	96333	CA	San Francisco	San Francisco	APO 96333	Classified Branch	2-15-86	
OLD	115850	34023	FL	Miami	Dade	APO 34023	Classified Branch	12-26-85	To correct mailing restrictions. Applicable restrictions are B, M and N.
NEW	115850	34023	FL	Miami	Dade	APO 34023	Classified Branch	12-26-85	
OLD	155875	83343	ID	Minidoka	Minidoka		Post Office	1-31-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Minidoka, ID 83343 as last line of address.
NEW	157900	83343	ID	Rupert	Minidoka	Minidoka	Place Name	1-31-86	
OLD	201092	41126	KY	Burke	Elliott		Post Office	1-24-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Burke, KY 41171 as last line of address.
NEW	206848	41171	KY	Sandy Hook	Elliott	Burke	Place Name	1-24-86	
OLD	203608	40332	KY	Hatton	Shelby		Post Office	1-20-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Hatton, KY 40601 as last line of address.
NEW	202920	40601	KY	Frankfort	Shelby	Hatton	Place Name	1-20-86	
OLD	205084	41350	KY	Mary	Wolfe		Post Office	1-20-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Mary, KY 41301 as last line of address.
NEW	201224	41301	KY	Campton	Wolfe	Mary	Place Name	1-20-86	
OLD	218697	71081	LA	Trees	Caddo		Post Office	2-14-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Trees, LA 71082 as last line of address.
NEW	218996	71082	LA	Vivian	Caddo	Trees	Place Name	2-14-86	
OLD	219126	71289	LA	Warden	Richland		Post Office	2-14-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Warden, LA 71232 as last line of address.
NEW	212210	71232	LA	Delhi	Richland	Warden	Place Name	2-14-86	

POST OFFICE CHANGES NUMBER 6—Continued

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD									
NEW	255270	48911	MI	Lansing	Ingham	Lansing (New Delivery Area).	Post Office	7-01-86	New ZIP Code assigned to delivery area at Main Office.
OLD	270351	38913	MS	Banner	Calhoun		Post Office	2-14-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Banner, MS 38913 as last line of address.
NEW	270975	38913	MS	Bruce	Calhoun	Banner	Community Post Office.	2-14-86	
OLD	345061	87030	NM	Llaves	Rio Arriba		Post Office	11-15-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Llaves, NM 87027 as last line of address.
NEW	344536	87027	NM	La Jara	Rio Arriba	Llaves	Place Name	11-15-85	
OLD	349156	87750	NM	Valmora	Mora		Post Office	1-17-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Valmora, NM 87750 as last line of address.
NEW	349366	87750	NM	Watrous	Mora	Valmora	Place Name	1-17-86	
OLD	374400	58546	ND	Heil	Grant		Post Office	2-08-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Heil, ND 58533 as last line of address.
NEW	372800	58533	ND	Elgin	Grant	Heil	Place Name	2-08-86	
OLD	390407	74524	OK	Ashland	Pittsburg		Post Office	2-14-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Ashland, OK 74570 as last line of address.
NEW	397909	74570	OK	Stuart	Pittsburg	Ashland	Place Name	2-14-86	
OLD	408736	97393	OR	Valsetz	Polk		Post Office	1-24-86	Post Office discontinued. Send mail to Siletz, OR. Use Siletz, OR 97380 as last line of address.
NEW	407712	97380	OR	Siletz	Lincoln		Post Office	1-24-86	
OLD	494522	84744	UT	Koosharem	Sevier		Post Office	11-15-85	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Koosharem, UT 84744 as last line of address.
NEW	497344	84744	UT	Richfield	Sevier	Koosharem	Community Post Office.	11-15-85	
OLD	563830	54744	WI	Hillsdale	Barron		Post Office	2-01-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Hillsdale, WI 54744 as last line of address.
NEW	562090	54744	WI	Dallas	Barron	Hillsdale	Community Post Office.	2-01-86	
OLD	566440	54553	WI	Pence	Iron		Post Office	2-10-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Pence, WI 54550 as last line of address.
NEW	565610	54550	WI	Montreal	Iron	Pence	Place Name	2-10-86	

—Delivery Services Dept., 2-20-86.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21553** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

016026	122050	282194	337062	489028	658101	791068	902384	941199
018066	122109	283001	339003	490045	672105	791072	902457	941241
018107	142041	296112	372228	503160	681124	791075	912036	941246
019044	142145	303161	372250	520025	701077	791079	912231	941257
021159	170081	303278	374087	520029	701448	794010	913299	941273
021259	171054	303374	381008	522008	708065	794065	913344	941312
021297	185017	303408	381050	528006	711210	794077	913392	945233
023016	188001	303483	381147	528010	713029	815031	917571	945237
023018	191321	303508	381158	532215	722053	841221	917585	945250
024014	191402	303511	381244	548002	723003	850405	921182	945254
033018	191403	303531	381267	548003	750102	856006	921222	945255
038074	191447	303537	381306	551125	752236	895107	921298	945257
064049	193109	303539	381359	551170	752483	900075	921300	945261
069212	200163	303565	381361	554513	752496	900627	921301	945266
069223	200192	303578	381381	554533	752530	901018	921304	946096
071472	200432	303624	382004	591900	752552	901056	921318	948028
078103	200447	303634	403009	598042	760007	901079	921322	949034
080116	200448	327078	403011	600003	760029	901099	921331	950143
085004	206023	328108	404100	600058	760228	901125	921333	951169
100561	206029	328122	405011	600102	761049	901128	921334	952040
100932	208055	329029	405048	600109	761295	901130	921343	954203
101015	208066	331063	405050	600177	770032	901131	921346	954207
101079	208072	331470	414001	600274	770068	901133	921347	975015
101281	209002	331496	420010	600923	770072	901161	921358	981293
101309	209006	331604	423004	600982	770093	901173	922027	981327
101333	209017	331618	432115	601061	770146	901186	922035	981349
101334	221028	331647	432118	601073	770218	901201	924098	981398
101341	221046	333274	432129	601093	770219	901202	926603	981424
101407	221065	333356	432130	601222	770301	901210	926667	981500
101491	232111	333705	432152	601380	770342	901211	926668	981511
101508	232113	333707	432155	601558	770359	901225	926751	981525
105068	271007	333716	452251	601630	770407	901226	926752	981559
106953	274086	333726	454082	601675	770459	901235	926753	984064
107100	274107	333730	462049	602004	770513	901247	926773	992142
108005	275025	333743	462195	605162	770810	901266	926786	995203
110049	275026	334002	462203	605164	770818	901272	926812	997087
112088	275052	334172	462207	607116	770831	901284	927275	997088
112091	276038	336037	462209	607603	778004	901296	927308	997089
114065	276209	336068	468057	622040	782221	901297	927320	997090
114085	276213	336152	478007	622068	782259	901301	940147	
117134	276230	336323	480094	624006	782261	901302	940191	
117164	276231	336344	480281	631182	782272	901321	940238	
117203	277035	336452	480307	631247	787237	901324	940285	
117223	279014	336638	480315	631311	787301	901329	941091	
122046	280033	336808	485003	631329	791063	902379	941116	

—Customer Services Dept., 2–20–86.

INTERNATIONAL FIRST FLIGHT CACHETS

Official cachet and philatelic treatment for the first flight service described below is authorized in Section 244.63, POSTAL OPERATIONS MANUAL.

Covers to be sent on the flight must be prepared in accordance with the following instructions:

1. All covers must be addressed with postage affixed at 44 cents per half ounce.

2. A clear space, 2½ by 2½ inches on the lower portion of the envelope and to the left of the address, must be allowed for the cachet. An additional 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark, and each envelope should contain a filler of postal card thickness to assure good impressions of the cancellations.

3. The covers must be placed in outer envelopes and mailed to reach the office applying the cachet no later than three days before the scheduled date of the flight. "First Flight Covers" should be written in the lower left corner of the outer envelopes.

4. Aerogrammes and postal cards will not be accepted. There will be a limit of 50 covers per customer per flight. Covers already postmarked and those not prepared in accordance with instructions will not receive cachets or cancellations.

Specific instructions for the flights are as follows:

INTERNATIONAL

American Airlines

American Airlines will inaugurate international service out of Chicago to four new destinations: Chicago to Manchester, England, on April 30; Chicago to Paris, France, on May 1, and Chicago to Munich and Dusseldorf, Federal Republic of Germany, on May 15.

The following cancellations may be obtained:

Chicago to Manchester*
Chicago to Paris
Chicago to Munich
Chicago to Dusseldorf

Cachets to be applied by	Send covers to
Chicago Post Office	Postmaster Chicago, IL 60607–9998
Chicago Airport Mail Facility	Operations Manager Airport Mail Facility O'Hare International Airport Chicago, IL 60666–9998

*The British Post Office does not participate in the backstamping of covers. However, we have asked that the covers be transferred to American Airline Officials in Manchester, so that they may be datestamped and returned to the United States.

Lufthansa German Airlines

On March 30, 1986, Lufthansa Airlines will inaugurate the following service:

Chicago, IL, to Munich, Federal Republic of Germany
San Francisco, CA, to Stuttgart, via Frankfurt, Federal Republic of Germany
Los Angeles, CA, to Munich, via Frankfurt, Federal Republic of Germany
New York, NY, to Stuttgart, via Dusseldorf, Federal Republic of Germany

On April 1, Lufthansa will inaugurate service from Atlanta, GA, to Stuttgart, via Frankfurt, Federal Republic of Germany.

The following cancellations may be obtained:

Chicago to Munich
San Francisco to Stuttgart
San Francisco to Frankfurt
Los Angeles to Munich
Los Angeles to Frankfurt
New York to Stuttgart
New York to Dusseldorf
Atlanta to Stuttgart
Atlanta to Frankfurt

Cachets to be applied by	Send covers to
Chicago Post Office	Postmaster Chicago, IL 60607–9998
Chicago Airport Mail Facility	Operations Manager Airport Mail Facility O'Hare International Airport Chicago, IL 60666–9998
San Francisco Post Office	Postmaster San Francisco, CA 94188–9998
San Francisco Airport Mail Facility.	Operations Manager Airport Mail Facility International Airport San Francisco, CA 94128–9998
Los Angeles Post Office	Postmaster Los Angeles, CA 90052–9998
Los Angeles Airport Mail Facility.	Manager Worldway Postal Center International Airport Los Angeles, CA 90009–9998
New York Post Office	Postmaster New York, NY 10199–9998
John F. Kennedy Airport Mail Facility.	Operations Manager Airport Mail Facility John F. Kennedy International Airport Jamaica, NY 11430–9998
*United Nations Post Office	Superintendent United Nations Post Office Room 1B–26 New York, NY 10017–9992
Atlanta Post Office	Postmaster Atlanta, GA 30304–9998
Atlanta Airport Mail Facility	Operations Manager Airport Mail Facility William B. Hartsfield International Airport Atlanta, GA 30320–9998

*Note: Covers sent through the United Nations Post Office must bear U.N. (not United States) postage.

—Customer Services Dept., 2–20–86.

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Customer's Telephone No.'s
Area Code | Home | Area Code | Office

Old Quantity _____

New Quantity _____

Signature of Designated Approving Manager

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1555

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

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All Postal Units

ZIP + 4 STATE DIRECTORY PLACEMENT IN LOBBIES AND AVAILABILITY FOR CUSTOMER MAIL ORDERS

Two home state copies of revised Publication 66A-##, *1986 ZIP + 4 State Directory* (For Internal and Lobby Use), will be mailed to all post offices and postal units during the last week of February 1986. Binders to protect and retain the postal lobby copy of Publication 66 will be mailed separately in March.

The cartons containing Publication 66A will be labeled "ZIP + 4 STATE DIRECTORY, JAN. 1986/PUB. NO. 66A-##," and will bear a light blue address label. Store them safely until the binder arrives, *then place one copy of Publication 66A in the binder and mount it in your lobby for customer use.* The second copy is a spare and for office reference. Some state directories consist of more than one volume. (Example: The Texas directory consists of *three* volumes due to the large number of address records in the state. Washington, D.C. units will receive *two* volumes to include both of the neighboring Maryland and Virginia state directories.)

Publication 66A-## should be placed in your lobby as close as possible to Publication 65A, *National Five-Digit ZIP and Post Office Directory.* However, based on traffic patterns and other considerations, other locations in your lobby may be more suitable. Lobby retail clerks should be able to easily direct customers who have ZIP + 4 code inquiries to where Publication 66A is located.

If additional copies are required for lobby use, they may be ordered by customer service representatives (CSRs) and postmasters/unit managers. Complete Form 4242, *ZIP + 4 State Directory Order Form for Mail Order Use,* in accordance with specific ordering instructions previously supplied to all CSRs. Only *home state* copies should be displayed. However, if postmasters/unit managers determine that local demand exists, neighboring state directories may also be ordered and displayed. Additional binders for Publication 66A will soon be available from the Eastern Area Supply Center. More information on these binders, including their availability date, will be published in a future POSTAL BULLETIN article.

Note: There are thirty-five different Publication 66 ZIP + 4 State Directories (Pub. No. 66-01 through 66-35). One specific directory covers each state, and in some cases, neighboring state(s). See Form 4242 for the Pub. 66-## publication number that applies to each state.

ZIP + 4 Directories may be purchased by customers by mail order only. The price is $9.00 per state directory, both for single volume state directories and multi-volume larger state's directories. One home state directory is available at no charge to firms which use postage meters, permit imprint, or precancelled stamps or envelopes by completing Part B of Form 4242.

Interested customers should be provided with Form 4242, *ZIP + 4 Code State Directory Order Form for Mail Order Use.* Form 4242 is supplied preinserted in prepaid, addressed, business reply envelopes. They are available from all Customer Service Representatives, the Management Sectional Centers, and the Eastern and Western Area Supply Centers.—*Delivery Services Dept., 2-27-86.*

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Pl.3:

$2.20 Fish Booklet

The $2.20 Fish commemorative stamp booklet will be placed on sale March 21, 1986, in Seattle, WA. The fish depicted are representative of the many varieties found in North America. The cod and tuna, found in saltwater, are caught primarily for commercial use, while the other three are freshwater species popular in sport fishing.

Copyright material has been

deleted; not available for

Microfiche Edition.

Issued in two panes of five 22-cent stamps.
Collector information is on page 23.

Supply. All post offices will receive an automatic distribution of five books for each pane of 50 commemorative stamps furnished on a double-the-standard distribution. Postal data centers will be furnishing Stamp Distribution Offices with the necessary documentations to make subsequent distributions to associate offices. Post offices with authorized philatelic centers will receive a second automatic distribution from the Bureau of Engraving and Printing. This automatic distribution will be equal to the quantity furnished on the $1.76 Stamp Collecting booklet.

Since the total quantity of this stamp booklet will be distributed automatically, *supplemental requisitions will not be honored at the Bureau of Engraving and Printing for item* ***625.***

—Customer Services Dept., 2–27–86.

ASM Revision

Postal Service Flag

The following sets forth the procedures for displaying and requisitioning the U.S. Postal Service flag. They will be incorporated in ADMINISTRATIVE SUPPORT MANUAL Issue 5.

444 U.S. Postal Service Flag Display

444.1 Policy

The Postal Service flag is authorized for use only as follows:

a. On or in front of Postal Service installation.

b. At Postal Service ceremonies.

c. At conferences in which the Postal Service is participating (including display in Postal Service conference rooms).

d. At governmental or public appearances of Postal Service officers and/or executives.

e. In the offices of the officers of the U.S. Postal Service.

f. By all Postal Service district managers, sectional center managers/postmasters, postmasters of independent facilities, and all field units reporting directly to Headquarters.

g. Upon the approval of a Regional Postmaster General or Senior Assistant Postmaster General, when judged to be in the best interest of the U.S. Postal Service.

h. As otherwise authorized by the Postmaster General or designee.

444.2 Display

.21 The Postal Service flag must be displayed with the United States flag. The same regulations for proper display of the United States flag as outlined in Administrative Support Manual (ASM) 441 must also be followed when displaying the Postal Service flag.

.22 When the United States flag and the Postal Service flag are displayed on a speaker's platform in an auditorium, the United States flag must occupy the position of honor and be placed at the speaker's right as the speaker faces the audience, with the Postal Service flag at the speaker's left.

444.3 Requisitioning New Postal Service Flags

Postal Service flags are no longer stocked in the supply centers for two reasons: (a) economics, and (b) the need to preserve their unique and distinct nature. Requisitions for new flags must be submitted by field officials through channels to their designated Procurement Services Office or Region. Authorization for issuance of the new flags is based on the policy as stated in ASM 444.1.—*Government Relations Dept., 2–27–86.*

CIVIL SERVICE RETIREMENT SPOUSE EQUITY ACT

The Spouse Equity Act (Public Law 98–615) made several significant changes to the Civil Service Retirement (CSR) Law which became effective May 7, 1985. This Postal Bulletin provides information regarding these changes and further provides instructions for complying with the new requirements of the law. *Installation heads must ensure that the notice to all employees which appears on page 23 of this bulletin is posted on all bulletin boards.*

I. Major Provisions

The information that follows outlines the major provisions contained in the Spouse Equity Act:

A. Retiring employees may voluntarily elect a survivor annuity for a former spouse. Prior to this change in the law, a former spouse was not eligible for a survivor annuity, only the current spouse.

B. The Office of Personnel Management (OPM) is required to comply with qualifying court orders or decrees which provide a survivor annuity for a former spouse.

C. A written consent of an employee's current spouse is required before that employee can elect an annuity without full survivor benefits. Under prior law, an employee was required to notify the current spouse of the election. The spouse's consent was not a requirement.

D. Employees are required to notify a current spouse and former spouse(s) when applying for a refund of retirement contributions. The refund of retirement contributions will not be paid to the former employee if there is a qualifying court order or decree which provides for annuity payments to the former spouse.

E. The age at which certain survivor annuitants can remarry without losing benefits changed from age 60 to 55.

F. The marriage duration requirement for widow/widowers changed from 1 year to 9 months.

G. Married employees in good health may elect an "insurable interest" survivor annuity in addition to a survivor annuity provided for a current or former spouse. Prior to this change in the law, an "insurable interest" survivor annuity was available only to unmarried employees. An "insurable interest" election is a voluntary election available only at retirement and only to employees in good health who are not retiring under the disability provisions of the retirement law.

H. Certain former spouses may become eligible to continue health benefits coverage under the Federal Employees Health Benefits Program.

II. Survivor Benefits for Former Spouses

A. Voluntary Elections. Retiring employees may voluntarily elect *at retirement:*

1. *Full or partial survivor annuity* for a former spouse from whom the employee was divorced on or after May 7, 1985. If the employee is married, the *current* spouse's consent is required since a full survivor annuity cannot be elected for both a current and a former spouse.

Note: A former spouse is defined as one married for at least 9 months to an employee who has at least 18 months of service covered under the CSR law.

2. *"Insurable interest" survivor annuity* for a former spouse. This election may be made if the employee is currently married and elects the regular survivor annuity for the *current* spouse. This election will result in a second reduction of annuity. It is available to both married and single employees.

B. Court-Awarded Survivor Benefits. Employees who retire on or after May 7, 1985, and who become divorced on or after that date may be required by a qualifying court order or divorce decree to provide a survivor annuity to a former spouse. If the court order or divorce decree provides a former spouse a survivor annuity, in whole or in part, and the divorce became effective on or after May 7, 1985, the annuity will be automatically reduced to provide the benefit to the former spouse.

1. *Qualifying Decree or Order.* OPM will honor qualifying decrees or orders issued by the courts of the 50 states, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, the Northern Mariana Islands, and Indian tribal courts.

2. *Maximum Survivor Annuity.* Under the CSR law, the maximum survivor annuity cannot exceed 55 percent of the *total* annuity. The amount of survivor annuity provided to a former spouse will be according to the terms of the court order but cannot exceed the 55 percent limitation. OPM will not honor a court-awarded "insurable interest" survivor annuity. An "insurable interest" election is a purely voluntary election on the part of the retiring employee. (See II.A.2.)

3. *Less Than Maximum Survivor Annuity.* If the court-ordered survivor annuity for the former spouse is less than the maximum survivor annuity:

a. The retiring employee may elect to provide the balance (up to the maximum 55 percent) to the current spouse by making a full survivor election for the current spouse. When and if the former spouse predeceases the current spouse or remarries before age 55, the current spouse will then be eligible for the full survivor annuity.

Example: If the court-awarded survivor annuity for the former spouse is 30 percent, the current spouse may receive the remaining 25 percent (difference between maximum of 55 percent and 30 percent). When and if the former spouse predeceases the current spouse or remarries before age 55, the current spouse will be eligible for the full 55 percent of the annuity.

b. The retiring employee may elect to provide a greater survivor annuity to the former spouse (up to the maximum 55 percent) than awarded by a court or may elect to provide the balance of the survivor annuity to *another* former spouse. If the employee is married, either of these elections would require the consent of the current spouse.

4. *Former Spouse Loses Entitlement.* If the former spouse for whom the court ordered a survivor annuity loses entitlement because of remarriage before age 55 or death, the annuitant may elect within 2 years to continue the reduction to provide a survivor annuity for a current spouse acquired after retirement. (See V.A.)

III. Survivor Benefits for Current Spouses

A. Voluntary Elections. Retiring employees may elect at retirement:

1. A full survivor annuity for the current spouse;

2. Less than full or no survivor annuity with *consent* of the current spouse; *or*

3. An "insurable interest" survivor annuity if the survivor annuity has already been awarded (by court order effective after May 6, 1985) to a former spouse. (An employee retiring under the disability provision of the retirement law may not make an insurable interest election.) This election will result in a second reduction of the annuity. The "insurable interest" survivor annuity may be converted to a regular survivor annuity if the former spouse remarries before age 55 or predeceases the current spouse before the annuitant's death. When both an "insurable interest" annuity and a reduced annuity are elected to provide a current spouse annuity or a former spouse annuity, both reductions are computed based on the unreduced annual basic annuity. The combined reduction for both elections may exceed the maximum 40 percent reduction in the annuity normally applicable to "insurable interest" annuities. (An "insurable interest" annuity may still be elected at retirement for any person having an insurable interest in the employee.)

B. Election For Current Spouse When Former Spouse has Court-Awarded Survivor Benefits

1. *Full Survivor Annuity.* If a *full* survivor annuity has been awarded in a qualifying court order or decree to a former spouse, the annuity will be reduced to provide the survivor annuity for the former spouse. If there is a current spouse, the employee will be required to make a survivor annuity election (full, partial, or none) for the *current* spouse. That election for the current spouse will not take effect until the *former* spouse loses the entitlement due to remarriage before age 55 or death. The current spouse election is necessary, however, to make the employee's wishes clear with respect to the current spouse in the event that the employee dies after retirement and while the former spouse is still entitled to the full survivor annuity. (See IV.B.) The *current* spouse's consent is necessary if the employee elects less than a full or no survivor annuity for the current spouse. (See IV.A.)

2. *Partial Survivor Annuity.* If a *partial* survivor annuity (less than 55 percent of the annuity) has been awarded to a former spouse, the annuity will be reduced to provide the partial survivor annuity for the former spouse. If there is a current spouse, the employee will be required to make a survivor annuity election (full, partial, or none) for the current spouse. That election is necessary because the employee must decide (a) whether the current spouse is to receive the balance of the survivor annuity while the former spouse is still entitled to the court-awarded share, *and* (b) whether the current spouse is to receive all or part of the survivor annuity should the former spouse lose entitlement because of remarriage before age 55 or death. The *current* spouse's consent is necessary if the employee elects no survivor annuity or less than full survivor annuity for the current spouse. If the employee elects to provide a survivor annuity for the current spouse, the appropriate reduction will be made to the annuity up to the full reduction. This will provide a survivor annuity to be divided between the former spouse (according to the court's direction) and the current spouse (according to the employee's election).

IV. Spousal Consent Requirement

A. Written Consent. Any retiring married employee who does not elect a full survivor annuity for the *current* spouse must have the written consent of that spouse. If there is no consent, a full survivor annuity will be granted. If the current spouse gives a written consent for the election of no survivor annuity, any subsequent court order granting survivor annuity to that same spouse *will not* be honored by OPM. If written consent is given for the election of partial survivor annuity, any subsequent court order granting survivor annuity to that spouse will be honored only to the extent of the original election.

B. Prospective Election. If a *former* spouse of a married employee has been awarded all or any part of the survivor annuity, the employee must make a prospective election whether or not to provide a survivor annuity for the *current* spouse. This is to ensure that the current spouse is provided with a survivor annuity in the event the retiree dies before either the current or former spouse. This is particularly important if the former spouse has been awarded only a part of the survivor annuity. The employee should make an election of a full survivor annuity if he wishes the current spouse to receive (a) the part of the survivor annuity remaining after the former spouse's share is paid and (b) all of the survivor annuity in the event of the former spouse's loss

of entitlement. The employee may also choose to elect no survivor annuity for the current spouse, in which case the current spouse's consent will be required.

C. Exceptions. The spousal consent requirement may be waived if the retiring employee can provide evidence that the current spouse's whereabouts are unknown or that the consent requirement is otherwise inappropriate. Evidence needed to prove that the current spouse's whereabouts are unknown is:

1. A judicial determination that the current spouse is missing, *or*

2. Affidavits from the employee and two other persons acquainted with the spouse stating that the current spouse's whereabouts cannot be determined and detailing all efforts to locate the spouse. Secondary evidence such as copies of the employee's separately filed tax returns should also be submitted.

V. Elections Available to Annuitants After Retirement

A. Annuitant Marries After Retirement. Annuitants who retire on or after May 7, 1985, and *marry after retirement* have new survivor annuity options. (Under prior law, an election for a spouse acquired after retirement had to be executed and received at OPM no later than 1 year after the marriage.) Elections available after retirement for new spouses are:

1. *Full survivor annuity.* Election must be made within 2 years of marriage or former spouse's loss of entitlement.

2. *Partial survivor annuity.* Election must be made within 2 years of marriage or former spouse's loss of entitlement.

3. *No survivor annuity.* If the annuitant fails to elect a survivor annuity for a current spouse within 2 years of marriage or within 2 years of the former spouse's loss of entitlement, no survivor annuity will be payable to the new spouse.

Note: Post-retirement elections for a current spouse are made by the annuitant only—spousal consent is not required. An "insurable interest" annuity election is *not* available *after* retirement.

B. Annuitant Divorces After Retirement

1. Annuitants who *retire and divorce on or after May 7, 1985,* may elect *after retirement.*

a. To continue the reduction in the annuity to provide a survivor annuity for a former spouse to whom the employee was married *at* retirement. This election must be made within 2 years of the divorce and the reduction percentage cannot exceed the one elected at retirement.

b. To provide a survivor annuity for a former spouse the retiree married *after retirement,* whether or not survivor annuity was elected. (*Note:* A court order or decree may also provide a survivor annuity for such a divorced spouse since the original election did not require the divorced spouse's consent.)

2. If the former spouse for whom the original reduction was made loses entitlement because of death or remarriage before age 55, the survivor annuity reduction will continue for any *other* former spouse if that former spouse has been awarded a survivor annuity by court order.

C. Retroactive Annuity Reductions for Post-Retirement Elections

1. *Deposit Requirement.* An annuitant who makes a voluntary election of survivor annuity for a current or former spouse under these provisions will be required to make deposit to the Civil Service Retirement Fund. The amount of the deposit is the total amount by which the annuity would have been reduced if that election had been made at the time of retirement, plus 6 percent interest, compounded annually. No deposit will be required for any period when the retiree's annuity was being fully reduced to provide a survivor annuity. Deposits are not required if the former spouse is awarded a survivor annuity by court order or decree. The annuity in this case will be reduced effective with the court order or decree.

2. *Failure To Make Deposit.* If an annuitant fails to make a deposit required for a post-retirement election within 2 years of the event (marriage, divorce, death or remarriage of former spouse), the deposit will be collected in installments from the annuity. If the annuitant dies before the required deposit is completed, the deposit will be collected from the survivor annuity before any survivor annuity is paid to the survivor.

VI. Other Important Changes

A. New Election Provided. A *married* employee who retires on or after May 7, 1985, and does not elect a survivor annuity for the current spouse, may elect a survivor annuity for a subsequent spouse acquired after retirement. (This election cannot be made if the annuitant remarries the same spouse he was married to at the time of retirement.) *Note:* A retroactive reduction in the annuity is required for this post-retirement election as with other post-retirement elections. (See V.C.)

B. Insurable Interest Annuity. A *married* or unmarried employee may elect, at retirement, an "insurable interest" annuity for any eligible individual. Previously, a *married* employee could not elect an "insurable interest" annuity.

Persons retiring under the disability provisions of the retirement law and individuals who are unable to establish by medical examination that they are in good health, however, are still barred from making an "insurable interest" election.

C. New Time Limit for Election. An employee who marries after retirement will have *2* years from the date of the marriage to elect a survivor annu-

ity for the new spouse. (The previous time limit was 1 year.) A deposit of monies which would have been withheld from the annuity had the election been in effect from the date of retirement will be necessary for all periods when the annuity was not reduced to provide a survivor annuity for a current or former spouse. (See V.C.)

D. New Marriage Duration Requirement. In order to be entitled to a survivor annuity, a widow/widower must: (1) have been married to the employee or annuitant (retired on or after May 7, 1985) for 9 months, or (2) be the parent of a child born of that marriage or of a previous marriage to the same spouse. (The previous marriage duration requirement was 1 year.) The 9-month requirement does not apply in cases of accidental death. If the widow/widower had been married more than once to the same employee or annuitant, all periods of marriage will be counted.

E. Commencement, Termination, and Restoration of Survivor Annuity

1. *Commencing Date of Annuity.* Survivor annuities for former spouses start the *later* of:

a. The day after the employee's or retiree's death, *or*

b. The first day of the second month after OPM receives a court order with the Former Spouse's Application for Survivor Annuity (OPM Form 1536). (See X.A.)

2. *Termination of Annuity.*

a. Retirement or Death on or After May 7, 1985. Survivor annuities for current or former spouses based upon the service of an employee who retired on or after May 7, 1985, or died in service after that date, will terminate if the surviving spouse (or former spouse) remarries before the 55th birthday.

b. Retirement or Death Prior to May 7, 1985. Survivor annuities which commenced on or before May 7, 1985, or are based on the service of an employee who retired before that date, are still governed by the old law and will terminate if the surviving spouse remarries before age 60.

3. *Restoration.*

a. Widow/Widower. As under prior law, if a widow or widower's (not a former spouse) remarriage is terminated by death, divorce or annulment, the survivor annuity can be restored.

b. Former Spouse. A former spouse's loss of entitlement to the survivor annuity upon remarriage before age 55 will *not* be reestablished regardless of the reason for the termination of the remarriage.

4. *Insurable Interest Annuity.* There is no remarriage restriction for an "insurable interest" annuity. However, an "insurable interest" annuity election by an *unmarried* retiring employee can still be voided if the individual marries after retirement and elects a survivor annuity for the new spouse.

VII. Refund of Retirement Deductions

A. Notification Requirement. An individual who applies for a refund of retirement deductions must file with the refund application a notification form signed by the current spouse and/or any former spouse *from whom the individual was divorced on or after May 7, 1985.* (See X.C.2.) The signed and witnessed notification form is an acknowledgement that the current spouse/former spouse has been informed of the refund application and its effect on any future entitlement to the annuity. Notification of the *former* spouse is *not* required if the marriage lasted less than 9 months *or* the employee had less than 18 months of service covered under the CSR System.

B. Signature Unavailable. If the individual is unable to secure the current and/or former spouse's signature on the notification form, the individual should submit with the refund application *either:*

1. A signed postal return receipt to show that the notification was delivered to the address of the current or former spouse *or*

2. Notarized statements by two individuals who witnessed the employee notifying or attempting to notify the current or former spouse of the refund application.

C. Court Order or Divorce Decree. If a signed notification form cannot be obtained from the *former* spouse, the employee may submit a certified copy of the court order or decree (divorce decree or community property settlement) which awards all interest in the annuity to the employee or states that the former spouse has relinquished all rights to the employee's annuity.

D. Exceptions. The spousal notification requirement may be waived by OPM if the employee submits evidence to OPM that the current spouse's and/or former spouse's whereabouts are unknown. Such evidence may consist of the following:

a. A determination by a court or administrative agency empowered to make such decisions that the spouse is missing, *or*

b. Notarized statements from the separated employee and two other competent adults, one of whom is not related to the separated employee, attesting to the fact that the spouse's whereabouts cannot be determined and detailing efforts to locate the spouse.

E. Payment. The payment of a refund is subject to any court order or decree which takes effect on or after May 7, 1985, and which expressly relates to the lump-sum credit (i.e., "deductions," "contributions," "retirement fund" or "retirement account"). OPM will not pay the refund if it has evidence that (1) the employee's former spouse has been granted a survivor annuity by court order or decree *and* (2) that order or decree makes specific mention of the retirement contri-

bution, and (3) the employee has a minimum of 5 years of civilian service, 18 months of which were covered by retirement deductions, and (4) the marriage to the former spouse lasted at least 9 months *and* (5) the payment of the refund would adversely affect entitlement to a survivor annuity *or* the apportioned share of an annuity during the employee's lifetime.

F. More Than One Court Order. In the absence of other controlling factors, court orders relating to different spouses will be honored according to the date of issuance. The order which was issued *first* will be honored *first.* Court orders relating to the same spouse will be honored according to their date of issuance. The last one issued will be honored *first.*

VIII. Death Benefits For Death In Service

A. Monthly Survivor Benefits. A survivor annuity is payable to a former spouse of an employee (with at least 18 months of civilian service covered by the CSR law) who dies in service, if the former spouse had been married to the employee for at least 9 months, and was awarded a survivor annuity by court order or decree which took effect on or after May 7, 1985. The former spouse may receive all or any portion of the survivor annuity as the court directs. If the former spouse is not awarded the full survivor annuity, the widow/widower is entitled to the remainder, provided the marriage duration requirements are met. If the former spouse is not living at the time of the employee's death or the former spouse has remarried before age 55, the current spouse is entitled to the full survivor annuity. In the case of a death in service, if payment of the survivor annuity to the former spouse ceases because the former spouse dies or remarries before age 55, the current spouse is prospectively entitled to the full survivor annuity, *unless* there is another former spouse who was awarded the survivor annuity by court order or decree before the employee's death.

B. Lump-Sum Death Benefit. A lump-sum death benefit is payable immediately upon an employee's death if the employee (1) has less than 18 months of creditable civilian service, *or* (2) leaves no spouse (current or former) or children entitled to a survivor annuity. If an employee leaves a spouse, former spouse, or children who are entitled to a survivor annuity, a lump-sum benefit is payable if the survivor annuities terminate before the deceased employee's lump-sum credit has been paid out in a monthly annuity to the survivors. **A lump-sum death benefit cannot be awarded to a former spouse by court order or divorce decree if there is a valid SF 2808, *Designation of Beneficiary,* a duly appointed executor or administrator, or any one of the relatives in the order or precedence survives the employee.**

IX. Reemployed Annuitants. Reemployed annuitants who work at least 5 years and choose a redetermined annuity after May 6, 1985, are subject to all relevant provisions of the Spouse Equity Act. Also, an annuitant whose annuity payments stop during reemployment and who later retires with a new entitlement to annuity will be subject to the provisions of the law in effect at the time of separation.

X. Procedural Changes. *All forms mentioned in this section are available through the employing office. Employing offices requiring assistance in obtaining a set of these forms should contact their regional compensation office. These forms are not stocked in the supply centers, they are temporary forms which must be reproduced locally.*

A. OPM Form 1536, Former Spouse's Application for Survivor Annuity. Certain divorced spouses of employees who die in service after May 6, 1985, are eligible to receive survivor annuities. (See VIII.A.) Employing offices are required to give these former spouses of deceased employees a copy of Form 1536.

B. Standard Form 2801, Application for Immediate Retirement

1. *Addendum to Standard Form 2801 and OPM Form 1538.* The "Addendum to Standard Form 2801" gives the changes in the retirement law that have occurred since the January 1982 edition of SF 2801 was issued. In addition, it contains OPM Form 1538, which must be completed by all employees whose annuity commenced on or after May 7, 1985.

Employing offices must give a copy of this addendum to all retiring employees with the SF 2801, *Application for Immediate Retirement.* A delay in processing may result if this form is not included with the SF 2801.

2. *OPM Form 1431, Spouse's Consent to Survivor Election.* The OPM Form 1431 replaces the SF 2801-2, *Spouse's Notification of Survivor Election.* (The SF 2801-2 is obsolete.) A married employee must have the current spouse's consent if that individual does not elect a full survivor annuity for the current spouse. The employee must use OPM Form 1431 to obtain the spouse's consent. Employing offices must give a copy of this form to any married employee who does not elect a full survivor benefit for the current spouse. This consent is required even if there is a former spouse entitled to the survivor benefits. (See IV.B.)

3. *OPM Form 1464, Election of Former Spouse Survivor Annuity or Combination Current/Former Spouse Survivor Annuity.* Retiring employees may elect to provide a survivor annuity for a former spouse or a combination of survivor annuities for current and former spouses. This election must be made on OPM Form 1464.

Employing offices should provide employees with a copy of this form upon request.

C. Standard Form (SF) 2802, Application for Refund of Retirement Deductions

1. *OPM Form 1425, Temporary Application for Refund of Retirement Deductions.* OPM is currently revising SF 2802 as a result of the Spouse Equity Act. Until the revised SF 2802 is available, employing offices must supply a copy of OPM Form 1425 to all employees who apply for a refund. Existing supplies of SF 2802 should be destroyed.

2. *OPM Form 1537, Current/Former Spouse Notification of Application for Refund.* Refund applicants who are required to notify current and/or former spouses of their refund application must use OPM Form 1537 to make this notification. (See VII.A.) Employing offices should supply refund applicants with copies of this form upon request.

XI. Federal Employees Health Benefits Coverage

A. Eligibility Requirements. Under the provisions of the Spouse Equity Act, certain former spouses of Federal/Postal employees and CSR annuitants may qualify for health benefits coverage under the Federal Employees Health Benefits (FEHB) Program. To be eligible for FEHB coverage under these provisions, the former spouse must meet the following requirements:

1. The former spouse must not have remarried before age 55; and

2. The former spouse must have been covered as a family member in an FEHB plan at any time during the 18 months preceding the date the marriage was dissolved; and *either*

a. The divorce of the former spouse and employee must have occurred on or after May 7, 1985, and the former spouse must provide documentation from OPM of future entitlement to *any* of the following benefits:

(1) A portion of the employee's annuity based on a qualifying court order

(2) Survivor annuity benefits based on a qualifying court order

(3) A survivor annuity elected by the employee

or

b. If the former spouse divorced the employee prior to May 7, 1985, the employee must have retired before that date and the former spouse must provide documentation from OPM of entitlement to a future survivor annuity.

Note: Former spouses of employees who separate from Federal/Postal service before becoming eligible for an immediate annuity are eligible to enroll only if the former spouse's marriage to the employee dissolved before the employee left the service.

B. Determination of Eligibility

1. *Office of Personnel Management (OPM).* OPM is responsible for determining whether a former spouse is entitled to receive a survivor annuity or a portion of the employee's retirement annuity as a prerequisite to the former spouse's eligibility to enroll in the FEHB Program. Employing offices should advise the former spouse to send a written request to OPM for this determination. The request should contain as much information as possible, including a certified copy of the court order (if applicable), the employee or retiree's name, date of birth, Social Security number, Civil Service Retirement claim number (CSA #), employee's last employing office and date of retirement (if applicable). Requests should be sent to the following address:

Office of Personnel Management
Compensation Group
Office of Retirement Programs
Post Office Box 17
Washington, D.C. 20044–0017

2. *Employing Office.* Former spouses who have future entitlement to a survivor annuity or portion of an employee's annuity must register with and pay the health benefits premiums to the employing agency for which the employee worked at the time the marriage dissolved. Once OPM has reviewed all the information provided by the former spouse, that office will send the former spouse a written decision. After the former spouse provides the employing office with a copy of OPM's decision, the employing office must determine whether the former spouse is eligible for health benefits coverage. In order to make this determination, the employing office must do the following:

a. Review the SF's 2809 and 2810 in the employee's official personnel folder (OPF) to determine if the former spouse was covered as a family member in an FEHB enrollment at *any* time during the 18 months preceding the date of the dissolution of marriage, and

b. Verify the former spouse's age, and if under age 55, verify that the former spouse has not remarried.

C. Ineligible for Health Benefits Coverage

1. *Notification Requirement.* If the former spouse does not meet the eligibility requirements for health benefits coverage cited in paragraph X.B.2 above, the employing office must grant the former spouse the right to request reconsideration of its decision. The notification must be in writing. It must state the reason for the denial, include a statement of the former spouse's right to request reconsideration of its decision, specify the time limit for making the reconsideration request, and include the address for forwarding the request. (See X.1.C.2.) In cases where an associate office is the employing office, the management sectional center (MSC) is responsible for determining whether the former spouse is eligible for health benefits coverage. If the former spouse is found ineligible, the MSC prepares the notification denying that individual health benefits coverage.

2. *Request for Reconsideration.* A former spouse who is denied health benefits coverage by an em-

ploying office may request reconsideration of this decision from the General Manager of the appropriate Regional Compensation Office. (Facilities reporting to Headquarters should have the request forwarded to the General Manager of the Headquarters Personnel Division.) The request must be in writing and must be received at the Regional office within 30 days of the employing office's letter stating coverage is denied. If the employing office's decision denying the coverage is upheld, the former spouse will be granted further reconsideration to OPM. The time limit for requesting reconsideration from OPM is 30 days.

D. *Time Limitation for Enrollment.* An eligible former spouse must file a written application for coverage within 60 days after the marriage is dissolved. There may be situations in which former spouses will not have immediate access to the standard FEHB registration form (SF 2809). For example, the employing office is in another city and the former spouse must write to request the registration form. In such cases, the letter (or other written communication) requesting enrollment should be considered as a written application. The postmark date which appears on the letter is used for determining the 60-day time limit.

E. Registration Procedures

1. *SF 2809, Health Benefits Registration Form.* If the employing office determines that the former spouse is eligible for health benefits coverage, that office must accept the application from the former spouse on the SF 2809 currently used for employees. The former spouse should complete Part A of this form using the former spouse's own name, date of birth, and Social Security number. The name, date of birth, and Social Security number of the employee should be entered in the "Remarks" section. Since no event number will be used in Part C of the form, the employing office must also note in the "Remarks" section that the "Former spouse is eligible to enroll by authority of the CSR Spouse Equity Act (Public Law 98–615)." *All SF 2809s for former spouses must be forwarded to the Retirement Branch of the appropriate PDC. Do not send SF 2809s for former spouses to the Payroll Office.* These instructions apply only to health benefits enrollment forms for former spouses.

2. *Statement Signed by Former Spouse.* When the former spouse registers for health benefits coverage, the employing office must obtain written certification from the former spouse stating that this individual will notify the employing office within 31 days of an event that would terminate eligibility. Field installations have been provided with a standardized statement to be used for this purpose. A copy of this statement should be retained in the file established for the former spouse.

F. Employing Office Records on Former Spouses. The employing office must set up and maintain a health benefits file for the former spouse. The file must be kept separate from the personnel records of the employee. A copy of OPM's eligibility determination letter to the former spouse and a copy of the court order should be kept in this file. Additional information on the maintenance of the file will be provided in a future Postal Bulletin notice.

G. Type of Enrollment. A former spouse who is eligible to enroll in the FEHB program may elect coverage for self-only or for self and family. A family enrollment covers only the former spouse and any unmarried dependent natural or adopted child of the former spouse and the employee, former employee or annuitant, provided the child is not also covered by another FEHB enrollment. An unmarried child must be under age 22 or incapable of self-support because of a mental or physical disability which existed before age 22.

H. Effective Date of Enrollment. The effective date of the former spouse's enrollment is the first day of the pay period after the employing office receives the application for health benefits or SF 2809, *Health Benefits Registration Form,* and satisfactory proof of eligibility.

I. Payment of Premiums. The former spouse will be responsible for both the employee and the Postal Service's share of the premium for every pay period during which the enrollment continues. The PDCs will be responsible for billing the former spouse. If payment is not made within the specified time frame, the enrollment will be canceled. Once the enrollment is canceled, the former spouse will not be entitled to the temporary extension of coverage for conversion, and may not convert to an individual contract. A former spouse who cancels an enrollment will not be provided an opportunity to reenroll. (See Section XI.K.)

J. Changing an Enrollment. A former spouse may change an enrollment to self-only at any time. If a former spouse changes the enrollment to self-only, any family members who lose coverage are not entitled to the temporary extension of coverage for conversion, and may not convert to an individual contract. The former spouse may also make an enrollment change during open season or upon the occurrence of one of the following events:

1. Birth or acquisition of a child
2. Move from an area served by a comprehensive medical plan
3. Termination by an employee organization plan
4. Termination of plan in which enrolled
5. On becoming eligible for Medicare
6. Change from self-only to self and family if an eligible child loses coverage under another FEHB enrollment.

K. Cancellation of Enrollment. A former spouse may cancel the enrollment at any time in the same manner and with the same effective date as an employee. However, once the enrollment is cancelled, the former spouse and family members, if any, are *not* entitled to the temporary extension of coverage for conversion and may *not* convert to an individual contract for health benefits. Employing offices must advise former spouses that once the enrollment is canceled, they will not be permitted to reenroll.

L. Termination of Enrollment

1. *Former Spouse.* A former spouse's enrollment terminates (subject to the temporary extension of coverage for conversion) at midnight of the last day of the pay period in which the earliest of the following events occur:

a. Qualifying court order ceases to provide entitlement to survivor annuity or a portion of retirement annuity under a retirement system for Federal/Postal employees.

b. Former spouse remarries before age 55.

c. Former spouse remarries the employee, separated employee, or annuitant on whose service the benefits are based.

d. Former spouse dies.

e. Employee on whose service the benefits are based dies and no survivor annuity is payable.

f. Separated employee on whose service the benefits are based dies before meeting the requirements for a deferred annuity. Under the current CSR law, a right to a deferred annuity is attained upon completing 5 years of service under the CSR system.

g. Employee on whose service benefits are based leaves Federal/Postal service before establishing title to a deferred annuity.

h. OPM pays refund of retirement deductions to the separated employee on whose service the health benefits are based.

2. *Family Member.* The coverage of a member of the family of a former spouse terminates (subject to the temporary extension of coverage for conversion) at midnight of the earlier of the following dates:

a. The day the individual ceases to be a family member for purposes of health benefits coverage. Family members who lose coverage because the former spouse cancels or changes to self-only have no temporary extension or conversion right.

b. The day the former spouse ceases to be enrolled.

Note: Once the enrollment has been terminated, however, the former spouse may not reenroll.

3. *Responsibility For Notifying Employing Office.* The former spouse is responsible for notifying the employing office that maintains the health benefits enrollment of any event that would terminate eligibility for coverage. (See X.I.E.2.) In instances where a lump-sum benefit or annuity becomes payable, OPM will notify the employing office.

4. *Employing Office Responsibility.* As soon as the former spouse has submitted proper notification indicating an event which would require termination, the employing office must: a.) prepare an SF 2810, *Notice of Change in Health Benefits Enrollment,* terminating the enrollment; b.) provide a copy of this form to the former spouse. This will enable the former spouse to convert to nongroup coverage within the 31-day time limit. If OPM establishes a survivor benefit for the former spouse, the employing office should prepare a "transfer-out" of the health benefits enrollment. The effective date of the transfer is the day prior to the commencement date of the annuity. The employing office should then forward the entire health benefits file to the Retirement Branch of the appropriate PDC. The PDC will then forward the records to OPM. The file should reference the name, date of birth, and Social Security number of the former employee.

These procedures will be included in a new benefits procedures manual. Retain this article until this manual is published.

—Employee Relations Dept., 2–27–86.

MAILING LIST SERVICES

Address Information Systems products for carer route presorting and ZIP + 4 coding serve o inform mailers of ambiguous and potentially ndeliverable addresses in their files. Erroneous umber ranges, missing apartment numbers, ural route box numbers, incorrect suffixes and irectionals can now be identified by the mailer rior to mailing. Although the majority of mail ith missing or incorrect address elements is norally delivered to the correct address, such mail requently must undergo additional handlings nd requires some degree of local knowledge by ostal employees to effect delivery.

Mailers are encouraged to use Mailing List ervices (see DOMESTIC MAIL MANUAL (DMM 45) to obtain corrections to their addresses. Many mailers including Government agencies are eporting varying degrees of compliance by local ost offices when this service is requested. Typial complaints include failure to return corrected ddresses in the specified time period (10 workng days), failure to correct all address elements suffixes, directionals, spellings) and confusion oncerning the type of service requested. Mailing List Services should not be confused with requests from Government agencies for Customer Addresses or Address Sequencing Services as defined in DMM 946. Postmasters, delivery supervisors and Address Information Systems personnel should be knowledgeable concerning their responsibilities when Mailing List Services are requested. DMM 945 is reprinted below.

Effective immediately DOMESTIC MAIL MANUAL (DMM) 945, pertaining to mailing list services and address card sequencing, is revised to clarify and reorganize the current instructions. DMM 945 is now divided into 945 and 946. DMM 945 provides regulations regarding mailing lists, and the new DMM 946 provides regulations regarding address card sequencing.

The following sections are revised:

a. DMM 945.132 and .142 have been changed to include the wording that all street names, suffixes and directionals will be corrected to conform with the CRIS scheme. This change was made so mailers could prepare their addresses in the format compatible with Address Information System products.

b. DMM 945.21 has been added to inform and encourage mailers to utilize Postal Address Information System products.

c. DMM 946.2 now includes the Address Information Office as the office to receive sequence cards unless locally designated otherwise.

d. DMM 946.53 defines the method mailers may utilize to obtain delivery statistics.

e. DMM 946.7 enables the Management Sectional Center (MSC) manager to designate a centralized local payment point for address card sequencing services.

f. DMM 946.9 is changed to provide mailers information about obtaining delivery changes via the Carrier Route Information System (CRIS) scheme.

The DMM is revised as follows:

945 Mailing List Services

945.1 Address List Correction Service

.11 General. Mailing lists are name and address or address only lists made up in sheet form or on individual cards. In the interest of improving address quality the Postal Service, for the specified charges, will correct mailing lists, and sort mailing lists for multi-ZIP Code cities to the proper 5-digit ZIP Code. Residential change of address information is available to election boards and registration commissions for a fee. The official city delivery scheme is called the Carrier Route Information System (CRIS) and is available to all mailers at no charge.

.12 Service Availability. Mailing lists submitted by members of Congress, Federal agencies, departments of state governments, municipalities, religious, fraternal, and recognized charitable organizations and mailing lists used by concerns or persons for the solicitation of business by mail will be *corrected* as frequently as requested. Postal employees will not *compile* mailing lists, including occupant lists. Persons other than Postal Service employees may not copy, or record by any other means, names or addresses from city or rural carrier cases.

.13 Name and Address Lists

.131 Method of Submission. Lists must be submitted as typewritten, printed or computer prepared lists to the post office which services the addresses. They must be on cards or in sheet form. When cards are used, they should be about the size and quality of a postal card. Only one name and address may appear on each card. Data processing cards are acceptable. When lists, including computer printouts, are presented in sheet form at post offices with 190 or more revenue units, a separate list must be submitted for each carrier route. The owner of the list must place their name in the upper left corner of each card or sheet, and must provide adequate space between or adjacent to each address to permit entry of corrections. The employee responsible for the correction and return of the mailing list will record the name and address of the owner, number of cards or number of addresses appearing on the sheets and date received.

.132 Type of Corrections to be Made. Postal employees will:

a. Cross off names to which mail cannot be delivered or forwarded;

b. Correct initials, surnames or last names where apparently the name is known to the owner of the list.

c. Indicate the head of the family, if known, when two or more names are shown for the same address.

d. Correct incorrect five-digit ZIP Codes, house, rural or post office box numbers;

e. Correct spelling of street names, suffixes and proper placement of directionals to conform with the CRIS scheme.

f. Furnish new addresses, including ZIP Code numbers for customers who have moved, when permanent forwarding orders are on file.

Note: In apartment, office, or other multiple dwelling buildings, apt., suite or room numbers will be added, where known by the postal employee. If no change is necessary, an X will be marked in the upper right corner of the card or next to each entry on the sheet. New names will not be added to a list or card.

.14 Occupant Lists

.141 Method of Submission. Lists of street addresses must be submitted on cards (as described in 945.131), one address to a card, or in sheet form, provided the sheets are made up separately by carrier routes. Each sheet or card must bear the list owner's name and address.

.142 Type of Corrections to be Made. Postal employees will:

a. Correct lists for mail addressed to occupant and street address, cross off numbers representing incorrect or nonexistent street addresses, (but will not change or add numbers).

b. Correct five-digit ZIP Codes, spelling of street names, suffixes and proper placement of directionals to conform with the CRIS scheme.

c. Indicate business addresses by inserting *B* opposite the number.

d. Indicate addresses on a rural route by *R*.

e. Indicate the number of separate family units opposite addresses of apartment houses or other multiple dwellings.

Note: If no change is necessary, an X will be marked in the upper right corner of the card or next to each entry on the sheet. Corrected cards or sheets will be grouped by carrier route when they are returned to the owner so that the owner may handle and label mailings by routes.

.15 Charges

.151 General. The minimum charge for each list submitted for correction is $1.00. For a list of more than 7 names or addresses, the charge is 15 cents for each name or street address on the list. Individual apartments are considered separate addresses. Where rural routes have been consolidated or changed to another post office, no charge will be made for correction if the list contains only names of persons residing on the route or routes involved.

.152 Payment Methods. Payment must be made in advance by cash, check, or money order. Lists will not be returned to commercial mailers unless charges have been paid. Checks will be accepted in accordance with the instructions in F-1, *Financial Handbook for Post Offices*, 330.

.153 Franking Privilege. Payment for correction of lists submitted by persons entitled to use the franking privilege is made under the official mail reimbursement program.

.154 Federal Agencies. Payment for correction of lists submitted by Federal agencies is made under the official mail reimbursement program.

945.2 Sortation of Mailing Lists on cards by 5-Digit ZIP Code

.21 Address Information System Products. Mailers are encouraged to use Postal Address Information System products to obtain correct 5-Digit ZIP Codes for the addresses on their mailing lists. These products generally are more economical than mailing lists service. Mailers with computerized address lists may obtain (at no charge) ZIP-A-List, Directory of Post Offices (DOPO), Carrier Route Information System (CRIS) and ZIP+4 tapes. Other products which mailers may use to determine the correct 5-digit ZIP Code include Postal Service directories and microfiche products. These products will provide correct 5-Digit ZIP Codes for single and multi-ZIP Code offices. Postal Service customer service representatives can provide details about ordering and the use of these products.

.22 Single 5-digit ZIP Code Offices. The mailer must code mailing lists by 5-digit ZIP Code for single 5-digit ZIP Code post offices.

.23 Multi 5-digit ZIP Code Post Offices

.231 General. Under the following conditions, post offices will sort mailing lists consisting of addresses for the multi 5-digit ZIP Code post offices described in 122.632 (see also 122.633) according to 5-digit ZIP Codes at a charge of $36.00 per thousand addresses or fraction thereof, payable to the local postmaster upon submission of the list.

a. The addresses to be separated by the post offices must be submitted on cards about the size and quality of a postal card. Data processing cards are acceptable. The cards must be separated by the post offices of address and submitted by the owner to the local post office.

b. Mailing lists must be wrapped by the owner for mailing, when practicable, and must bear the name and address of the owner.

c. Gummed labels, wrappers, envelopes, or postal or post cards indicating one-time use will not be accepted as mailing lists.

.232 Bundles of Cards. Post offices will not write ZIP Codes on individual cards. The cards will be sorted to 5-digit ZIP Code areas and will be securely tied in bundles with a facing slip on each bundle reading "All for ZIP Code Area ———."

945.3 Postage. Cards or lists submitted under 945.1 or 945.2 which are mailed to the post office must be postage paid at the applicable rate. They will be returned to customers free of postage.

945.4 Time Limits. Mailing lists submitted under 945.1 or 945.2 will be corrected and returned to the owner within 10 working days after receipt by the employee responsible for the correction and return of mailing lists. *Exception:* The 10-working day time limitation does not apply to mailing lists received for correction between November 16 and January 1. Mailing lists received for correction between these dates will be corrected and returned as promptly as practical.

945.5 Furnishing Address Changes to Election Boards and Registration Commissions. Residential change of address information is available to duly constituted election boards or registration commissions using permanent registration at a cost of 15 cents for each change of address Form 3575. An election board or registration commission desiring this information must submit to the postmaster a written request signed by an authorized official. The postmaster will send the request to the regional postmaster general for approval. On approval, the postmaster will receive necessary instructions from the regional postmaster general for release, control and return of change of address Form 3575.

—Delivery Services Dept., 2–27–86.

OFFICIAL MAIL

Please refer to POSTAL BULLETIN 21544 (2–20–86) page 5. The article titled "Official Mail" revised DOMESTIC MAIL MANUAL 137.2; however, Exhibit 137.273b—Completed Form 3601–A, *Meter License Application,* was inadvertently omitted. Exhibit 137.273b is printed below.

U.S. Postal Service

APPLICATION FOR A POSTAGE METER LICENSE

APPLICANT: File at office where mailings will be made. (Part 144, Domestic Mail Manual)

NAME OF APPLICANT *(Print or type)* Government Printing Office	APPLICANT TELEPHONE NO. 268-3332
ADDRESS OF APPLICANT *(Street, City, State, ZIP Code) (Print or type)* 18th & F. Streets, NW, Washington, DC 20405	AGENCY CODE - SUBCODE 096 — 18400
METER TO BE SET AT *(Main office, station, or branch)* Ben Franklin Station, Washington DC	SETTING LOCATION ZIP CODE 20004
SIGNATURE OF APPLICANT Terry Laidley	DATE 3-15-86

TO BE COMPLETED BY POSTMASTER	LICENSE NUMBER	DATE OF ISSUANCE
(Retain application in your file. After application has been approved, deliver authorization to license holder.)		

PS Form 3601-A, Apr. 1983 (Orig. Ind.)

Exhibit 137.273b—Completed Form 3601–A, *Meter License Application*

—Dept. of the Controller, 2–27–86.

Insured mail must bear the complete Names, Addresses, and ZIP Codes of Sender and Addressee

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 148

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

Chartwell Services
P.O. Box 910
5010—48th Avenue
Delta, B.C.

and

Lorne Hyde
P.O. Box 2680
349 W. Georgia Street
Vancouver, B.C.

Patriot Agencies
P.O. Box 414, Station F
Toronto, Ontario

Cablex International
P.O. Box 905
5010—48th Ave.

and

D.E. McFee
P.O. Box 905
5010—48th Ave.
Delta, B.C.

Winplus Enterprises
P.O. Box 24843
Postal Station C
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10099-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 2–27–86.*

International Reply Coupons

Postmasters are reminded that all exchanged International Reply Coupons accepted through December 31, 1985, must be sent to their servicing postal data center with the Statement of Account for Accounting Period 6, or Postal Quarter II, ending March 14, 1986.

Specific procedures for collection and proper accountbook documentation are contained in part 558 of Handbook F-1, *Financial Handbook for Post Offices.—Dept. of the Controller, 2–27–86.*

Select Stamp Stock Quantities

Select, four-position stock of each new stamp issue is distributed automatically to all post offices with philatelic centers to serve philatelic customers wishing to purchase one plate number from each position. Although a minimum of four pads is needed to satisfy four-position sales, we have traditionally sent a fifth, or extra, pad because of packaging requirements. Since select, four-position stock is costlier than regular stock to produce, we are altering select stock packaging quantities to reduce total quantities distributed. Distribution quantities will be further revised according to the number of philatelic centers a post office supports.

The first stamp to be distributed in reduced packaging quantities is the 5-Cent Hugo L. Black stamp. Post offices with philatelic centers will receive revised quantities of that stamp as follows:

Select stock quantities normally received	Revised quantities
Less than 1 carton	40,000 for each philatelic center.
1 to 3 cartons	250,000 stamps.
4 or more cartons	500,000 stamps.

The above quantities will remain in effect for all subsequent 100-subject regular issue stamps. Distribution quantities of select, four-position stock for commemorative stamps will also be revised at a later date. The revised commemorative stamp quantities will be announced with the first issue affected.—*Customer Services Dept., 2–27–86.*

Form 2966B, *Parcel Post Customs Declaration and Dispatch Note*

We are experiencing problems with the February 1985 edition of Form 2966B, *Parcel Post Customs Declaration and Dispatch Note.* The clear plastic window on the front of the document carrier is not sufficiently attached resulting in separation of the forms from the parcel during mail processing.

Both the construction of the document carrier and its design will be corrected in the next reprint of the form. In the meantime, all acceptance employees should place adhesive tape on all four sides of the plastic envelope after the document has been affixed and the forms enclosed. This should secure the forms and envelope to the parcel and eliminate the separation problem. Postal customers should also be made aware of the problem and should be asked to assist us in reducing the problem by affixing adhesive tape as outlined above prior to presentation to the Post Office.—*Rates & Classification Dept., 2–27–86.*

DMM Revision

SECOND-CLASS MINIMUM PACKAGING AND SACKING REQUIREMENTS

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 460 is revised to clarify the minimum packaging and sacking requirements for second-class mail. In addition, the revised regulations will permit mailers to make up packages and sacks which contain fewer than six copies of a publication for destinations when the copies are those which have not been placed in required or optional packages and sacks after all such packages and sacks have been prepared. The revised regulations also permit firm packages containing as few as two copies to be placed in bundles on pallets or directly on pallets. Such firm packages would be eligible for the carrier route or five-digit presort level rates only if the provisions of 462.22a or 463.22a were satisfied.

The DMM is revised as follows:

460 Preparation of Bulk Rate Mailings

* * * * *

462 Preparation Requirements for the Carrier Route Presort Level Rates (Levels C, F, I and K)

* * * * *

462.2 Packaging Requirements

* * * * *

462.25*c*. All packages except firm packages (see 462.22a) must contain a minimum of six copies of the publication. Firm packages must contain a minimum of two copies of a publication.

* * * * *

463 Preparation Requirements for the 5-Digit Level Rates (Levels B, E and H)

* * * * *

463.25 Physical Characteristics and Requirements for Packages

* * * * *

463.25*c*. All packages except firm packages (see 463.22a) must contain a minimum of six copies of the publication. Firm packages must contain a minimum of two copies of a publication.

* * * * *

464 Preparation Requirements for the Basic Rates (Levels A, D, G and J)

* * * * *

464.25 Physical Characteristics and Requirements for Packages

* * * * *

464.25*c*. Generally, packages must contain a minimum of two copies of a publication. However, if, after all required and optional packages have been prepared, there is, for example, only one copy of a publication addressed to a specific destination, and there is no 5-digit, unique 3-digit, optional city, 3-digit, optional SCF, state, optional SDC, or mixed states package into which that copy should have been placed, a package does not have to be prepared.

* * * * *

464.3 Sacking Requirements

* * * * *

464.34*b*. *Minimum volume.* There is no minimum number of pieces that must be contained in mixed states sacks or sacks containing the copies remaining after all required and optional sacks have been prepared. All other sacks must contain at least six pieces.

Example: After all required and optional sacks have been prepared there are five addressed pieces of a publication destined to a 5-digit destination and there is no 5-digit, unique 3-digit, optional city, 3-digit, optional SCF, state, optional SDC, or mixed states sack into which those five pieces should have been placed. The five copies should be placed in a sack and labeled to that 5-digit ZIP Code destination.

* * * * *

467 Bundling and Palletizing

* * * * *

.22 Package Preparation

* * * * *

.221 Weight and Volume

a. Except as provided in 467.221 b, c, and d below, each package must contain a minimum of six copies of the publication and must not exceed 20 pounds.

b. One or more packages containing as few as two copies of a publication will be accepted if each such package is consolidated into a bundle containing at least six copies of the publication in accordance with 467.23.

c. Firm packages may contain as few as two copies of a publication but do not have to be consolidated with other packages to the same 5-digit destination.

d. If, after all required and optional packages have been prepared, there are fewer than six copies of the publication remaining which are

destined for a single 5-digit, optional multi-coded city, 3-digit, SCF, or optional SDC, those pieces may be made into a package and placed on an appropriate level pallet.

Example: After all required and optional packages have been prepared, there are five copies of a publication destined for the same SDC and there is no 5-digit, optional multi-coded city, 3-digit, SCF, or optional SDC package into which those five copies should have been placed. Those five copies may be made into a package and placed on the appropriate level pallet.

.222 Sortation

a. Mailers must presort copies and secure them into packages as required in 462.22a, 462.22b, 463.21a, 463.22a, 463.22b, 464.21b, and 464.22c. When there are more than 10 pounds of mail for a destination, mailers must secure the pieces together in multiples of 10- to 20-pound packages. When there are 10 pounds or less of mail for a destination, the pieces must be secured together in a single package. For example, if there are 9 pounds of mail for a 5-digit ZIP Code, only one package weighing 9 pounds must be prepared. If there are 25 pounds of mail for a 5-digit ZIP Code, the following packages would be acceptable:

one 20 lb. package and one 5 lb. package

or

one 15 lb. package and one 10 lb. package

or

two 10 lb. packages and one 5 lb. package.

* * * * *

c. State and Mixed States packages or bundles must not be included in the palletized portion of the mailing. Such packages or bundles must be sacked in accordance with 464.31c and 464.31d.

These changes will be incorporated into a future revision of the DMM.

—Rates & Classification Dept., 2–27–86.

M–39, POM Revisions

Mail Segmentations, Directs, and Holdouts

Handbook M–39, *Management of Delivery Services*, sections 116.8, 116.84 and 141.1 are amended to delete references to "directs," "holdouts," and the 50-piece guideline associated with them. Section 116.81 defines segmentation of mail as the sortation or preparation of mail into clusters or groupings for the purpose of achieving greater processing and/or carrier sortation efficiency. Examples of segmentations include but are not limited to mail grouped by: unique ZIP + 4 code, ZIP + 4 blockface, multi-tenant buildings, box sections (including Neighborhood Delivery and Collection Box Units), or individual addresses.

M–39, section 243.21b is also amended to specify additional methods (use of router, segmentations, and carrier hand-offs) for providing permanent relief to city delivery routes.

POSTAL OPERATIONS MANUAL (POM) 434.132 is revised as follows:

434 First-Class Mail

434.1 Manual Letter Sortation

* * * * *

.132 Incoming Secondary

a. The case diagram normally contains separations for each of the carrier routes in a particular unit; for lobby box sections; for miscellaneous separations (nixie, missents, postage due, etc.); and for additional holdouts where warranted.

* * * * *

These changes will be incorporated into a future revision to Handbook M–39 and the POM.—*Operations Group, 2–27–86.*

IMM Revision

International Mail— New Weight Limit for Small Packets

Effective immediately, the weight limit for air and surface Small Packets is increased from two pounds to four pounds for the following countries:

Algeria
Cape Verde
China
Ghana
Grenada
Hungary
Iceland
Indonesia
Iran
Jordan
Kenya
Madagascar
New Caledonia (including Wallis & Futuna Islands)
New Zealand
Sudan
Tanzania
Thailand
Turkey
Tuvalu
Turks and Caicos Islands
United Arab Emirates
Uruguay
Western Samoa
Zambia

Insert the following rates in the Small Packet rate column in the table titled Printed Matter, Matter for the Blind and Small Packets in the appropriate country sheets in the INTERNATIONAL MAIL MANUAL (IMM):

Weight not over	Rate
2 lbs. 8 ozs.	$4.19
3 0	4.19
3 8	4.89
4 0 max.	4.89

These changes will be incorporated in a future revision to the IMM.

—Rates & Classification Dept., 2–27–86.

EXPRESS MAIL INTERNATIONAL SERVICE (EMIS)—DELIVERY RECORDS

EMIS delivery procedures are summarized below. It is imperative that managers assure that all steps, *particularly steps B and C,* are followed.

A. International Exchange Offices. International Exchange Office employees must:

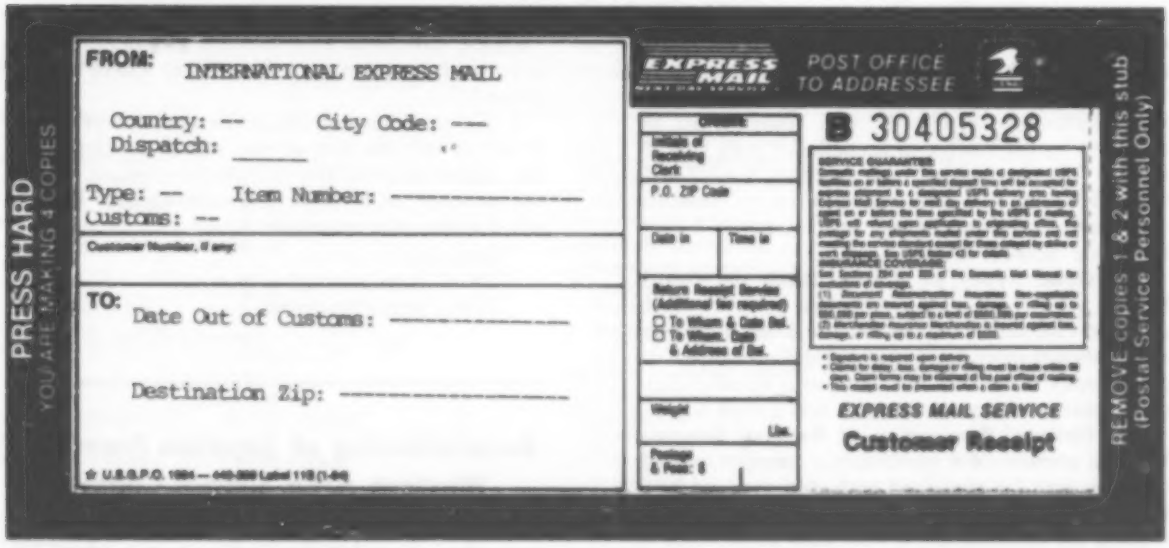
1. Record data regarding the incoming item on a terminal.
2. Complete Label 11B, *Express Mail Next Day Service Post Office to Addressee,* for the item.
3. Affix Label 11B to the item.
4. *Note:* the international Label 11B is distinct from the domestic Label 11B because it is overprinted, as illustrated below.

B. Delivery Employees. Delivery employees must:

1. Obtain a completed delivery receipt (part 3 of Label 11B) for the item.
2. Forward the delivery receipt to the Electronic Marketing Report System (EMRS) data entry site at their MSC.

C. EMRS Data Entry Sites. EMRS employees at the MSCs must:

1. Understand the importance of the delivery receipt part of Label 11B for an EMIS item.
2. Enter the delivery information from the delivery receipt into the EMRS.
3. *Note:* delivery information for EMIS items is not reflected in the Domestic Performance reports and therefore cannot adversely affect the reports.



—Rates & Classification Dept., 2-27-86

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
SC, Ravenel 29470-0446	United Dental Plan, P.O. Box 446	Advertisements for dental insurance plans.
FL, Miami 33137-4537	Consolidated Fidelity Advertising Company, Inc., 2895 Biscayne Blvd., Suite 402	The sale or offering for sale or offering of distribution of merchandise, whether or not a prize, gift, or other item is offered as an inducement to purchase such merchandise.
OR, Hillsboro 97124-3408	Specialty Marketing, 203 N.E. 17th	Conducting a lottery or scheme with respect to a loan program and multi-level sales program.
TN, Brentwood 37027-5216	David F. Hollis & Mary F. Thompson, 7020 Church Street, Suite 112	Credit card applications they mail to banks and credit card institutions.
TN, Nashville 37219-2772	David F. Hollis & Mary F. Thompson, P.O. Box 2772	Credit card applications they mail to banks and credit card institutions.

—Judicial Officer, 2-27-86

DMM Revision

Merchandise Samples

The regulations pertaining to merchandise samples are revised to more clearly state that detached address cards may be used to deliver merchandise samples on all types of carrier routes. In addition, other minor and editorial changes are made.

Effective **March 26, 1986,** DOMESTIC MAIL MANUAL (DMM) 664.1 is amended as follows:

Chapter 6—Third-Class Mail

* * * * *

660 Preparation Requirements

* * * * *

664 Merchandise Samples
664.1 General

.11 City Delivery Routes. Merchandise samples which exceed 5 inches in width (height) or ¼ of an inch in thickness, or which are nonuniform in thickness, mailed at bulk third-class rates for general distribution on city delivery routes must be prepared by the mailer in accordance with 664.2–664.4. For purpose of this section, GENERAL DISTRIBUTION means distribution of samples to at least 25 percent of the addresses in a 5-digit ZIP Code delivery area.

.12 Other Types of Routes (Such as Rural). Mailers who wish to use detached address cards with merchandise samples (of the kind described in .11 above) intended for general distribution on other types of routes, such as rural routes, must be prepared in accordance with 664.2–664.4.

.13 Optional Preparation of Residual Samples. When a portion of a merchandise sample mailing must or may be prepared with detached address cards under 664.11 or 664.12, that portion of the mailing for distribution to less than 25 percent of the addresses in a 5-digit ZIP Code delivery area may, at the mailer's option, also be prepared in accordance with 664.2–664.4.

664.2 Address Cards

* * * * *

.22 The recipient's address, the mailer's return address, and the words "Postal Service regulations require that the address card be delivered together with its accompanying postage paid sample. If you should receive this card without its accompanying sample, please notify your local postmaster." must be placed on the address card. The brand name, color coding, or other identifying symbols must also be placed on the address card to clearly associate it with the accompanying sample.

These changes will be incorporated into a future revision to the DMM.

—Rates & Classification Dept., 2–27–86.

AS–302 Revision

Including Telephone Numbers in Correspondence

AS–302, *Correspondence Management,* Chapter 2, is amended as follows.

218 Additional Information

* * * * *

218.6 Telephone Contact. All correspondence sent outside the local organization should include the number of someone who can respond to follow-up oral inquiries. This makes it easier for the public and other USPS employees to contact USPS officials, and it should reduce the number of written follow-up responses. As appropriate, include the PEN and area code. Use either of the following methods:

a. Text. Insert the individual's name and telephone number in the body of the letter. For example:

Please call John Doe on 202–376–9999 if you have further questions. (Use PEN, where appropriate.)

b. Signature Element. Place the number in parenthesis as the last line of the signature element if the signer is also the telephone contact. Prefix the number with "TEL:" to distinguish it from other codes. For example:

John Doe
Chief, Administrative Division
(TEL: 202–376–9999)

—Records Office, 2–27–86.

Requisitioning of Supplies From the Western Area Supply Center

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

Beginning March 3, 1986, all postal installations served by the Western Area Supply Center are authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. *Accordingly, offices should maintain no more than a 1-month level of supplies.*

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—Procurement & Supply Dept., 2–27–86.

ASM Revision

FEES FOR RETRIEVING DATA BY COMPUTER

This article provides updated schedule of fees information for record retrieval by computer. Accordingly, ADMINISTRATIVE SUPPORT MANUAL (ASM) 352.623 instructs that the fees to be charged for retrieving data by computer are the actual cost of retrieval, calculated according to the Information Services Price List (ASM Exhibit 352.623) in effect at the time the retrieval is performed. The Information Services Price List has been revised to reflect current costs as follows:

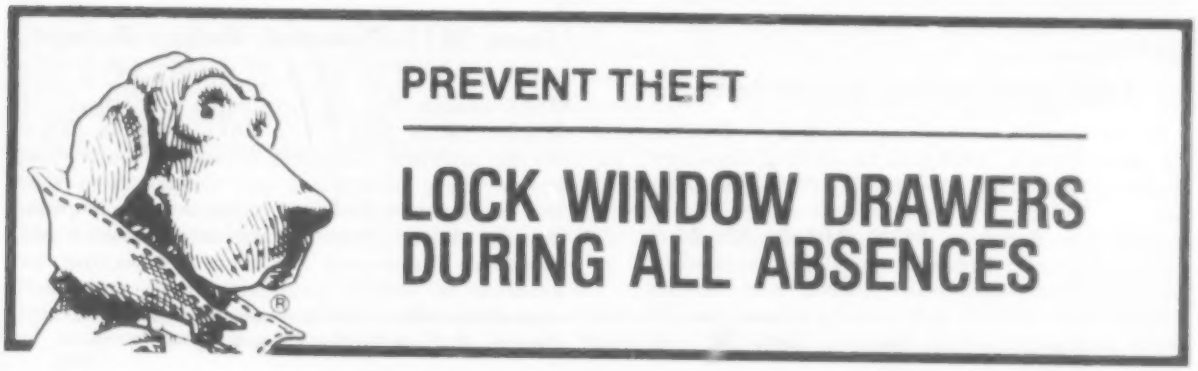
INFORMATION SERVICES PRICE LIST
(As of January 1, 1986)

Whenever an individual requests information which must be retrieved by computer, standard charges will be incurred based upon resources required to furnish this information. Estimates are provided to the requester in advance and are based on the following standard price list.

Description of services	Price	Unit
A. System utilization services:		
Central processor unit (CPU):		Hour.
3033N (RA)	$888.00	
3033U (RA)	1,134.00	
Amdahl 5860 (NA SB)	2,608.00	
3081K (RA)	2,722.00	
Amdahl 5870 (MB MC SA SB)	4,158.00	
3084QX (SI, ST)	5,198.00	
3090-200	5,708.00	
3090-400	10,849.00	
Disk usage (selector) channel	366.25	Hour.
Multiplexor (Byte) channel	17.50	Hour.
Tape usage (block MPX) channel	6.50	Hour.
Volume mounts	.50	Mount.
Minimum job charges flushed	1.00	Job.
Executed	2.00	Job.
3800 printing	1.10	1,000 lines.
A. System utilization services—Continued		
Dedicated use of 370/135	13,023.00	Per A/P.
B. System occupancy chargers:		
Tape occupancy	34.00	Hour.
Unit record occupancy		Hour.
WDSS 1288 OCR	137.00	
Printers	1.10	1,000 lines.
Teleprocessing/graphics occupancy	5.00	Hour.
C. System spooling charges:		
Cards read, local	6.55	1,000 cards.
Cards read, remote	.65	1,000 cards.
Lines printed, local	1.10	1,000 lines.
Lines printed, remote	.20	1,000 lines.
Cards punched, local	54.00	1,000 cards.
Cards punched, remote	5.40	1,000 cards.
D. Peripheral charges:		
Keypunching	10.00	100 cards.
Key-to-tape	17.00	Hour.
Xeroxing offline	3.80	100 pages.
Magnetic tape purchase	13.50	Reel.
Microfilm processing offline	.01	Frame.
Microfiche processing	.01	Frame.
Microfiche duplicating	.05	Sheet.
Programmer support	33.60	Hour.
Programmer support, overtime	50.40	Hour.
Systems analysis support	59.40	Hour.
Systems analysis support overtime	59.10	Hour.
Inspection service processing	2,960.00	Per A/P.
Wilkes-Barre Nucleus processing	7.34	1,000 transact.
St. Louis nucleus processing	7.34	1,000 transact.

Exhibit 352.623 Fees for Retrieval by Computer

—Records Office, 2-27-86



EL–701 Revision

Standard Training Program for Window Clerks

Revised Program

The standard training program for newly appointed window clerks has been revised. The revised program is included in TD–107A, *Administrator's Guide for Course 41513–00, Standard Training Program for Newly Appointed Window Clerks,* which is dated August 1985 and was distributed on October 17, 1985. This revision obsoletes Management Instruction EL–730–80–11, *Window Service Training Program,* dated December 15, 1980.

The revised program requirements also will be incorporated in Handbook EL–701, *Orientation and Craft Skill Training,* which will replace Handbook P–23. EL–701 is scheduled for distribution in Postal Quarter III.

Major Revisions

Under the revised training program, employees who enroll in window service training on or after October 17, 1985 are to receive 120 hours of training and are to be administered examination O/N 421.

Only employees who enrolled in Category II or Category III window service training programs prior to October 17 can continue in these programs. Examination O/N 422 is to be administered to the Category II trainees and examination O/N 423 to the Category III trainees.

Excessed Examination Materials

Retain a sufficient supply of O/N 422 and O/N 423 examination materials to examine trainees who enrolled in Category II or III training prior to October 17. Immediately return these examinations to the National Test Administration Center (NTAC) after they have been administered or when they are excess. Mail excessed examination materials under separate cover in envelopes labeled "Obsolete Unused Materials."

—Employee Relations Dept., 2–27–86.

DMM Revision

APO/FPO Mailing Restrictions

Please make the following changes to DOMESTIC MAIL MANUAL (DMM) Exhibit 125.2, *Conditions Applied to Mail Addressed to Military Post Offices Overseas:*

APO San Francisco **96210,** Misawa Air Base, Japan. Effective February 3, 1986, reclassified from a military post office (MPO) to a mailing address only (MAO) with mailing restrictions B–M–W unchanged.—*Mail Processing Dept., 2–27–86.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 149

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

Rangex International
P.O. Box 2000
5432—12th Ave.
Delta, B.C.

and

Victoria Radley
P.O. Box 2000
5432—12th Ave.
Delta, B.C.

Final Order. The tentative *Lottery Order* issued against the following has become final:

CANADA

Rangex International
P.O. Box 48666
595 Burrard Street
Vancouver, B.C.

and

Ruth Fairfax
P.O. Box 48666
595 Burrard Street
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 2–27–86.*

Form 3811, *Domestic Return Receipt*

DOMESTIC MAIL MANUAL (DMM) 932.4 and 933.4 contain the procedures for the delivery of articles which have Form 3811, *Domestic Return Receipt,* attached. Managers of delivery units must review these procedures and discuss them with the employees whose job requires them to process this form. These management reviews and employee discussions are necessary because we continue to receive complaints from customers regarding the completion of return receipt forms.—*Delivery Services Dept., 2–27–86.*

Copyright material has been deleted; not available for Microfiche Edition.

Issue Date: March 21, 1986
First Day City: Seattle, Washington
Designer: Chuck Ripper
Huntington, West Virginia
Art Director: Jack Williams, Postal Service
Program Manager for Philatelic Design
Typographer: Bradbury Thompson
Riverside, Connecticut
Modeler: Clarence Holbert
Bureau of Engraving and Printing
Process: Gravure (Andreotti)
Colors: Magenta, cyan, yellow, tone black and line black
Size: 0.83 x 1.58 inches/21.080 x 40.130 mm (image area)
0.88 x 1.74 inches/25.146 x 44.196 mm (overall)
4.40 x 1.74 inches/125.73 x 44.196 mm (full pane)
Plate Numbers: Five

Fish Booklet Stamps

A $2.20 commemorative stamp booklet featuring five fish common to U.S. waters will be issued in Seattle, Washington, on March 21, during the 50th anniversary convention of the National Wildlife Federation. The booklet will go on sale at post offices nationwide on March 22.

Wildlife artist Chuck Ripper of Huntington, West Virginia, designed the multicolor stamps as well as the two-color booklet cover. Depicted from top to bottom on each of the two booklet panes are the muskellunge, Atlantic cod, largemouth bass, bluefin tuna and catfish.

The fish depicted are representative of the many varieties found in North America. The cod and tuna, found in saltwater, are caught primarily for commercial use, while the other three are freshwater species popular in sport fishing.

Procedures for ordering first day cancellations are as follows:

Customers are encouraged to purchase stamps and affix them to their envelopes. Covers bearing customer-affixed stamps will be given preferential service. All envelopes must be addressed on the side at least ⅝ of an inch up from the bottom, and peelable return address labels are recommended for this purpose. Stamps must be affixed in the upper right corner approximately one-quarter inch from the top and right edges. Requests should be postmarked no later than April 20 and addressed to: Customer-Affixed Envelopes, Fish Booklet Stamps, Postmaster, Seattle, WA 98109–9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. The cost is $1.10 per pane requested, and only full panes will be affixed. When preparing envelopes, customers must keep in mind the full pane size as provided above. Personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment. Orders should be postmarked no later than April 20 and addressed to Fish Booklet Stamps, Postmaster, Seattle, WA 98109–9992.

A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–6
Remove after April 20

PLEASE POST ON BULLETIN BOARD

Notice to All Employees

CIVIL SERVICE RETIREMENT SPOUSE EQUITY ACT (PUBLIC LAW 98–615)

The **Spouse Equity Act (Public Law 98–615)** made several significant changes to the Civil Service Retirement (CSR) law which became effective May 7, 1985. The following are the major provisions of the Spouse Equity Act:

- Retiring employees may voluntarily elect a survivor annuity for a former spouse. Prior to this change in the law, a former spouse was not eligible for a survivor annuity, only the current spouse.
- The Office of Personnel Management (OPM) is required to comply with qualifying court orders or decrees which provide a survivor annuity for a former spouse.
- A written consent of an employee's current spouse is required before that employee can elect an annuity without full survivor benefits. Under prior law, an employee was required only to notify the current spouse of the election. The spouse's consent was not a requirement.
- Employees are required to notify a current spouse and former spouse(s) when applying for a refund of retirement contributions. The refund of retirement contributions will not be paid to the former employee if there is a qualifying court order or decree which provides for annuity payments to the former spouse.
- The age at which certain survivor annuitants can remarry without losing benefits changed from age 60 to 55.
- The marriage duration requirement for widow/widowers changed from 1 year to 9 months.
- Married employees in good health may elect an "insurable interest" survivor annuity in addition to a survivor annuity provided for a current or former spouse. Prior to this change in the law, an "insurable interest" survivor annuity was available only to unmarried employees.
- Certain former spouses may become eligible to continue health benefits coverage under the Federal Employees Health Benefits Program.

Note: For detailed information on all of the changes, see pages 3 thru 10 in POSTAL BULLETIN 21555, 2–27–86, and/or contact your personnel office.

TO BE POSTED ON BULLETIN BOARD

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21554** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

016026	122050	282194	336628	485003	624006	782221	901297	937070
018066	122104	283001	336638	489028	631182	782259	901301	937104
018107	122109	303161	336808	490041	631247	782261	901302	940147
019044	122115	303278	337037	490045	631291	782272	901321	940191
021159	139010	303374	337062	498011	631311	787237	901324	940238
021259	142041	303408	339003	503160	631329	787301	901329	940285
021297	142145	303483	372228	505100	658101	791063	902379	941091
023016	146005	303508	372250	520025	672105	791064	902384	941116
023018	170081	303511	374087	520029	681124	791068	902457	941199
024014	185017	303531	381008	522008	701041	791072	912036	941241
033018	188001	303537	381050	528006	701448	791075	912231	941246
038074	191321	303539	381147	528010	708065	791079	913299	941273
054032	191402	303565	381158	532215	711210	794010	913344	941312
064049	191403	303578	381244	548002	713029	794065	913392	945233
069212	191447	303624	381267	548003	722053	794077	917502	945237
069223	191492	303634	381306	551125	723003	800053	917571	945250
071472	193109	303712	381359	551170	750102	802468	917585	945254
078103	200163	314534	381361	554508	752236	815031	921182	945255
080116	200192	314542	381381	554513	752483	841221	921222	945257
085004	200432	327056	382004	554533	752496	850405	921298	945261
100561	200447	327078	402076	591900	752530	856006	921300	945266
100932	200448	328108	403009	598042	752552	895107	921301	946096
101015	206023	328122	403011	600003	760007	900075	921304	948028
101079	206029	331063	404100	600058	760029	900627	921318	949034
101281	208055	331470	405011	600102	760228	901018	921322	950143
101309	208065	331496	405048	600109	760259	901056	921331	951169
101333	208066	331508	405050	600177	760269	901079	921333	952040
101334	208072	331604	414001	600274	760281	901099	921334	954203
101341	209002	331618	431004	600608	761049	901125	921343	954207
101407	209006	331619	432115	600688	761286	901128	921346	975015
101491	209017	331647	432118	600689	761295	901130	921347	981293
101508	220085	331703	432129	600923	770032	901131	921358	981327
105068	221028	333274	432130	600982	770068	901133	922027	981349
107100	221046	333356	432152	601093	770072	901161	922035	981398
108005	221063	333707	432155	601222	770093	901173	924098	981424
110049	274086	333716	441429	601380	770146	901186	926603	981500
112088	274107	333726	452038	601558	770218	901201	926667	981511
112091	275025	333730	454082	601630	770219	901202	926668	981525
114065	275026	333743	462049	601675	770301	901210	926751	981559
114085	275052	334002	462195	601771	770342	901211	926752	984064
115847	276038	334172	462203	602004	770359	901225	926773	992142
117134	276209	335208	462207	602006	770407	901226	926786	995203
117164	276213	336037	462209	605162	770459	901235	926800	997087
117203	276230	336068	478007	605164	770513	901247	926801	997088
117223	276231	336152	480094	607116	770810	901266	926812	997089
117225	277035	336323	480281	607603	770818	901272	927275	997090
117298	279014	336344	480307	622040	770831	901284	927308	
122046	280033	336452	480315	622068	778004	901296	927320	

—Customer Services Dept., 2-27-86.

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WASHINGTON, DC 20260-1571
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1. Requisitions **a. Single Issues.** Send Form 7380 to your area supply center. **b. Quantity Changes.** Complete information below and return entire page, with PB address label, to: Document Control Division, IRM, USPS Headquarters, Washington, DC 20260–1571. **2. Address Changes.** Same as 1b.	**1. Requisitions** **a. Single Issues.** Complete information below and return entire page, with PB address label, and check or money order for $1.50 each (payable to Superintendent of Documents), to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402–0001. Order Desk (202) 783–3238 **b. Subscription.** Same as 1a. Cost is $71.00 for a 12-month subscription. **2. Address Changes.** Same as 1a.

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Month/Year

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Additional Address/Attention Line

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City | State | ZIP + 4 Code

(or) Country

Please Print

Customer's Telephone No.'s
Area Code | Home | Area Code | Office

Old Quantity _____

New Quantity _____

Signature of Designated Approving Manager

Effective Period: *Postal Bulletin articles are effective for one year unless otherwise specified.* **Schedule:** The Bulletin is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260–1571. **Distribution:** USPS distributes the Bulletin to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of Bulletin articles appears early in the months of January, April, July, and October; a yearly index appears early the following year.

21556

UNITED STATES POSTAL SERVICE

postal bulletin

Published Since March 4, 1880

PB 21556—March 6, 1986—16 Pages

22-Cent Public Hospitals Commemorative Stamp

The 22-Cent Public Hospitals commemorative postage stamp will be placed on sale April 11, 1986, in New York, NY. The dedication ceremony will be held at the Bellevue Hospital Center, which is celebrating its 250th anniversary.

This is the 18th stamp to be printed by a private firm under the terms of a contract awarded by the Postal Service on September 8, 1983, and the 25th printed by that firm since 1979.

Do Not Sell Before April 12, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 50.

Collector information will be published in a future bulletin.

Supply. All post offices will receive their standard automatic distribution quantities for a 50-subject commemorative stamp. *Supplemental requisitions will not be honored at the Bureau of Engraving and Printing for item* **404.**

Stamp distribution offices requiring additional stamps may order them from their Regional Accountable Paper Depositories using separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.* Limited quantities of this stamp will be shipped to Regional Accountable Paper Depositories for filling supplemental orders. All other post offices requiring additional stamps should immediately requisition them from their stamp distribution offices on separate Forms 17A.

Before requisitioning additional stock, consider that the stock should be depleted prior to June 11, 1986, at all post office outlets except authorized philatelic centers.

—Customer Services Dept., 3–6–86.

BUY U.S. SAVINGS BONDS

Ordering of Postmarking Ring Dies and Die Hubs

Offices requiring postmarking dies and engraved station die hubs must complete Form 4636, *Requisition for Postmarking Dies and Engraved Station Die Hubs,* and forward, along with a properly endorsed Form 7381, *Requisition for Supplies Services or Equipment,* and a preaddressed, postage-free mailing label to the appropriate Procurement Services Office. *Do not order from the area supply centers.*

The Eastern Area Supply Center has awarded an indefinite quantity type contract (337100–86–V–Z605) to International Peripheral Systems for engraved ring dies for Model M, HD–2, and Flyer Model F cancelling machines.

A contract has also been awarded for engraved ring dies for Mark II and M–36 facer/cancellers.

Ordering procedures for these items will soon be provided by your Procurement Services Offices.*—Procurement & Supply Dept., 3–6–86.*

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Postal Employees Ethiopian Relief Support (PEERS)

Contributions to the Postal Employees Ethiopian Relief Support are no longer being accepted directly by the Postal Service. Individuals interested in contributing, however, should send donations to the Red Cross, 1730 E Street, Washington, DC 20006–5399.

The USPS sponsored the effort beginning in December 1984 and received $809,427 in contributions from employees.

—Dept. of the Controller, 3–6–86.

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P 1.3:

$2.00 William Jennings Bryan Regular Stamp

The $2.00 William Jennings Bryan regular stamp will be placed on sale March 19, 1986, in Salem, IL. Bryan, an American political leader and orator, was noted for his stance against the influence of wealth in politics. He became most famous for his oratorical ability during a two-year campaign to garner support for free coinage of silver and gain control of the Democratic Convention of 1896.

Do Not Sell Before March 20, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 100.

Collector information is on page 9.

Supply. An automatic distribution will be made to post offices with authorized philatelic centers only. Refer to POSTAL BULLETIN dated February 27, 1986, for automatic quantities being shipped. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices are encouraged to order sufficient quantities to meet philatelic demand.* Unfilled orders currently at the Bureau of Engraving and Printing for item 092 will be filled with the $2.00 Bryan stamp.

Bulk Quantities. Post offices with 950 or more revenue units requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities,* to the Bureau of Engraving and Printing, *using item number* **093.** Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5 million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring these stamps should requisition them immediately from their designated stamp distribution offices on separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—Customer Services Dept., 3–6–86.

Directives Update

The following new and revised directives have been issued and are available now from the Supply Centers. See Pub. 23, *Directives Catalog,* for ordering instructions. A list of directives that have been made obsolete are noted also.

New Directives

Document and date	Title
HBK AS 803, 03/85	*Office Automation.*
HBK PO 862–2, 10/85.	*Manual Distribution Quality, Test-Data Collection Procedures.*
HBK PO 867–1, 11/85.	*Manual Distribution Quality Test Sample Design and Data Reduction Procedures.*
HBK PO 867–3, 11/85.	*Manual Distribution Quality Program User's Guide.*
L 5–I, 08/85	*USPS Emblem for Indoor and Outdoor Express Mail Collection Boxes.*
L 224, 11/85	*CAUTION: Keep Closed—Turn Power Off Before Opening.*
POS 177, 10/85	*Express Mail Service Performance.*

Revised Directives

Document and date	Title	Oldest usable date
N 45, 11/85	*Express Mail International Service Custom Designed Rates.*	11/85
N 125, 01/86	*Metered Better, Treated Better*	10/82
N 189, 11/85	*ZIP + 4 Benefits and Regulation Cards.*	09/84
PUB 300, 10/85	*A Consumer's Guide to Postal Crime Prevention.*	10/85

Obsolete Directives

Document and date	Title	Obsolete date
N 190, 03/83	*Express Mail Pickup*	01/86
N 192, 12/82	*Step Up to Express Mail Next Day Service.*	01/86
N 193, 02/83	*Express Mail Next Day Service*	01/86
N 195, 09/82	*Express Mail Mind Joggers*	01/86
N 196, 01/83	*Next Day Service Rates*	01/86
N 199, 03/83	*Express Mail Reship/Drop Ship*	01/86
N 214, 03/83	*We're In Your Neighborhood*	01/86
N 215, 03/83	*We're Here to Get Your Express Mail Packages There Fast and Easy.*	01/86
PUB 163, 09/81	*Express Mail Custom Designed Service.*	01/86
PUB 270, 01/83	*Express Mail Service (All Services Brochure).*	01/86
PUB 271, 03/83	*International Express Mail*	01/86
PUB 321, 01/84	*ZIP + 4 Case History—Tandy Corporation.*	02/86

Note: It is important to order items with the type of identification used by the supply center computers. For your information, HBK represents Handbook; L, Label; N, Notice; PUB, Publication and SGN, Sign.

—Office of Data Management, 3–6–86.

PURCHASE OF ITEMS BEARING POSTAL SERVICE LOGOS

Questions are being asked about the need for a Postal Service license when a supplier is providing articles bearing the official USPS logo only to the Postal Service for official use, such as in a safety or incentive award program. See POSTAL BULLETIN 21477, 9–20–84, on Purchase of Items Bearing USPS Logo.

The following should clarify the policy and procedures applicable to the purchase of any item bearing the Postal Service logo, as well as any other Postal Service trademarks or service marks.

When the Postal Service itself initiates the purchase of any item that will have the official logo or any other Postal Service trademark or service mark imprinted on it, and the item is not being offered for sale by the prospective contractor, the prospective contractor is not required to obtain a license. Authorization for such use must be provided on the USPS purchase order Form 7334, *Order Invoice Voucher,* or contract Form 7333, *Solicitation, Offer, and Award,* used to purchase the articles. The purchase order or contract should also contain a cautionary provision advising the contractor that the logo or other USPS trademark or service mark may not be used or reproduced for any purpose other than that stated in the contract, except by an express license from the Postal Service.

On the other hand, if a person or a company is soliciting orders from the Postal Service or the general public for products containing our official logo or other Postal Service trademarks or service marks, they must have a license from the Postal Service. This procedure ensures that the seller will be offering a product upon which the Postal Service deems it appropriate to have its marks appear and that the particular trademark or service mark will be accurately reproduced. All requests for license agreements are considered by the Intellectual Property Rights Board, Washington, DC 20260–6234.

Reproduction of the USPS logo shall not be authorized on articles of clothing other than those which are part of the USPS official uniform.

Postal personnel must ensure that the logo is used correctly. There are now two versions of the logo which are commonly used. One is the Postal Service seal, in which the eagle atop the double bars enclosing the words "U.S. Mail," is surrounded by the name "United States Postal Service" and nine stars. The alternate version has the eagle and double bars surrounded by a solid border of one or two lines. Neither the logo nor any portion of it (such as the eagle alone or in association with the double bars) should be altered or integrated into other designs. Further, use of either version of the logo should always be accompanied by the registration symbol, the encircled R (which shows that the mark is registered with the United States Patent and Trademark Office).

Information regarding licensing or licensees may be obtained from Charles Crim at the Headquarters Office of Procurement (PEN 268–4151). Specific questions concerning the proper use of the logo and our other trademarks should be addressed to the USPS Patent Counsel, Office of Contracts and Property Law, Washington, DC 20260–1120 (PEN 268–3018).

—Procurement & Supply Dept., 3–6–86.

TRAINING AND FLSA COMPLIANCE

The purpose of this article is to emphasize postal policy to assure compliance with the Fair Labor Standards Act (FLSA) in the area of job-related training, especially as such policy relates to scheme study.

Compliance with FLSA requires the following:

1. All scheme training materials are to be *controlled* by the PEDC Manager.

2. Trainees *may not remove* any scheme training materials from postal premises under any conditions.

3. All copies of the reference schemes used or maintained on the workroom floor *must bear the following* notice: "This scheme is furnished as an aid in distributing mail and is not to be used by postal employees off-the-clock for any purpose, including home study."

4. All scheme training must be accomplished *on postal premises.*

5. Lists of scheme changes are *not* to be furnished to individual employees, nor are employees to be *directed, encouraged, suffered* or *permitted* to study scheme change items off-the-clock.

6. Employees *will not* be permitted access to scheme training materials off-the-clock. The only *exceptions* are senior bidders voluntarily bidding for a preferred duty assignment and PTF clerks exercising a preference.

7. *Under no circumstance* are employees allowed supplemental training for any sorting machine or manual scheme training programs.

While the above listed items address scheme and machine training specifically, all job-related training for FLSA non-exempt employees falls within these restrictions.

Management personnel must assure that all employees conducting training programs are knowledgeable of and comply with FLSA policies.*—Employee Relations Dept., 3–6–86.*

READEX FICHE best copy available

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 150

Keep all foreign order notices for use as reference.

A tentative *Lotter Order* has been issued against the following:

CANADA

Cablex International
P.O. Box 67400
5960 Fraser St.
and
Brenda McMichael
P.O. Box 67400
5960 Fraser St.
Vancouver, B.C.

Cablex International
P.O. Box 3600
1230 Government St.
and
Tony Sykes
P.O. Box 3600
1230 Government St.
Victoria, B.C.

Inter Gem
#7777 - 349 W. Georgia St.
Vancouver, B.C.

Lexican of Canada
P.O. Box 4400
3449 Saanich Road
and
W.J. Lamont
P.O. Box 4400
3449 Saanich Rd.
Victoria, B.C.

Fairway Club International
P.O. Box 2879
Winnipeg, Manitoba

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room, 2029-A, New York, NY 10099-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 3-6-86.*

POM Revision

Labeling Canadian Bound Mail

POSTAL OPERATIONS MANUAL (POM), Issue 6, contained the mailing address to which the public could write and obtain a copy of the *Canadian National Distribution Guide* for label destination information for international publisher's periodicals. This address has been changed by the Canada Post Corporation. Therefore, please change the POM as follows:

Chapter 4—Mail Processing

* * * * *

450 Other Categories of Mail—Distribution, Dispatch, and Routing Procedures

* * * * *

451 International Mail (Domestic Handling)

* * * * *

451.4 Labeling Canadian-Bound Mail

* * * * *

.45 Mailers may refer to either the applicable Regional Logistics Directory or Canadian National Distribution Guide for label destination information. This guide is not available through the United States Postal Service, but can be obtained by writing to the Canadian Post Corporation at the following address:

Manager
National Network Planning
Canada Post Corporation
Sir Alexander Campbell Building
Ottawa, ON K1 A0B1
CANADA

Routing information should be obtained from the Regional Logistics Directory or through the Regional Logistics Division.

These changes will be incorporated into a future revision to the POM.

—*Mail Processing Dept., 3-6-86.*

Notify your supervisor if your equipment does not provide proper security for funds and stamp stock.

Pile sacks evenly to avoid damage and to conserve space

T-4 Revision

INTERNATIONAL SURFACE MAIL ROUTING AND LABELING SCHEME

Due to changes in routing and labeling schemes, revisions are required to Handbook T-4, *International Surface Mail* (PB 21516, 5-30-85). Please make these changes to Appendix 25:

Country	Exchange office routing code	Exchange office	Geographic separation	Mail category	Bundle label	Sack label	Routing
PART I							
Aruba (See Netherlands Antilles and Aruba).	09900	New York	Carib	REG, LC, AO, CP.	Oranjestad	Oranjestad, Netherlands Antilles, and Aruba.	Netherlands Antilles and Aruba.
Curacao	09900	New York	Carib	REG, LC, AO, CP.	Curacao	Curacao, Netherlands Antilles, and Aruba.	Direct.
PART II							
Newfoundland, St. Pierre, Miquelon, Labrador.			A	ALL	SPG	E0G 9Z0 (044) St. John NB FWD (NF).	

—Mail Processing Dept., 3-6-86.

MIGRATORY BIRD STAMP DISPOSITION

Postmasters are reminded that all unsold bird stamps should be recalled to the main stock as specified in Handbook F-1, *Financial Handbook for Post Offices,* Part 557. The amount recorded in AIC 806, *Ending Inventory—Bird Stamps,* on the statement of account submitted as of the close of the second quarter (A/P 06) Fiscal Year 1986, must accurately reflect the value of bird stamps on hand in the post office. Except for post offices having established philatelic outlets, the only bird stamps that should be on hand in post offices are the current 1985-1986 series which sell for $7.50.

Unsold migratory bird stamps are destroyed during the third quarter as instructed in Part 553 of Handbook F-1. Management sectional centers must establish a schedule for returning properly certified Forms 3238, *Destruction Certificate,* to post offices for inclusion with the statements of account for the period ending June 6, 1986.

Those offices designated as philatelic outlets are the only offices which should have an entry in AIC 806 on the statement of account for the period ending June 6, 1986. These bird stamps will be listed by year of issue and face value in the remarks section of the statement of account.

—Dept. of the Controller, 3-6-86.

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FORMS UPDATE

Forms Update is a monthly article listing changes in forms used by the Postal Service nationwide. This list reflects only the forms that are available from the Supply Centers. It does not include experimental forms; forms designed for limited or local use; or forms not stocked in the Supply Centers. Forms that are not stocked are distributed directly to the offices required to use them.

Forms are categorized as new or revised, and are listed in order by number within each category. In the revised category, the third column indicates the date of the oldest issue that may still be used. When only the current issue may be used, the revised issue date will be listed. A list of forms that are now obsolete are noted also.

New Forms

Form number and date	Title
125 Cont., 02/83	*Lease or Rental Payment Authorization* (New for supply centers).
2548–1, 12/85	*Individual Training Record—City Carrier.*
3037, 09/84	*Communication Network System Access* (New for supply centers).

Revised Forms

Form number and date	Title	Oldest usable date
673, 10/85	*Report of Rifled Parcel*	10/85
1300 HH, 12/85	*Origin-Destination Information System Heavy Sample Header Sheet.*	04/81
1961, 10/85	*Employee Uniform Allowance Statement.*	08/81
2028, 11/85	*Travel Advance Request*	11/85
2248, 01/86	*Monetary Payroll Adjustment*	01/86
3132, 01/86	*USPS Correspondence Course Application* (Reinstated).	07/85
3510, 10/85	*Application for Additional Entry or Reentry or Special Rate Request for 2nd Class Publication Applicant.*	01/82
3526, 12/85	*Statement of Ownership Management and Circulation.*	07/84
3601 A, 12/85	*Application for Postage Meter License.*	12/85

Revised Forms—Continued

Form number and date	Title	Oldest usable date
4872, 10/85	*Claim for Subsistance Expenses—Temporary Charity.*	10/85
5938, 10/85	*Promotion Report*	10/85
7422 D, 10/85	*Market Approach Comparable Sales Data.*	10/85
7422 E, 10/85	*Market Approach Individual Sales Data Sheet.*	10/85
SF 94, 02/83	*Statement of Witness*	02/83
SF 95, 07/85	*Claim for Damage, Injury or Death.*	07/85
SF 2817B, 10/85	*FEGLI Life Insurance*	10/85

Obsolete Forms

Form number and date	Title	Obsolete date
7428 S, 08/76	*Option to Purchase Land* (Replaced by 7428).	01/86
7428 U, 08/76	*Option to Purchase Land* (Replaced by 7428).	01/86
7432 S, 05/76	*Offer to Sell Real Property* (Replaced by 7432).	02/86
7432 U, 07/81	*Offer to Sell Real Property* (Replaced by 7432).	02/86
2634, 07/73	*Physical Verification of Personal Property* (Replaced by report: FAB 160P1, *Physical Inventory Worksheet Listing*).	01/86
2624, 05/75	*Meter Refund Confirmation*	01/86
2508 A, 05/78	*Advisory Panel Composite Evaluation Worksheet.*	02/86
1267, 08/80	*PAR Quarterly Client Evaluation Worksheet.*	02/86
5936, 07/80	*Requisition for Initial Level Supervisor Selection Materials.*	02/86
2548 N, 01/83	*Individual Training Record* (Replaced by 2548–15).	02/86
2508 B, 09/83	*Advisory Panel Summary Worksheet.*	02/86
2510 A, 08/78	*Interview Checklist*	02/86
2510 B, 03/78	*Composite Interview Appraisal*	02/86
6990, 02/81	*Invoice Money Order Forms* (Replaced by PS 17).	01/86

—Office of Data Management, 3–6–86.

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
FL, Miami 33137–0769	The Yellow Pages, Inc., P.O. Box 370769	Solicitations in the guise of invoices, bills or statements of account due.
FL, Fort Lauderdale 33307–4965.	The Yellow Pages, Main Facility, P.O. Box 24965.	Solicitations in the guise of invoices, bills or statements of account due.

—Judicial Officer, 3–6–86.

POST OFFICE CHANGES NUMBER 7

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	017730	36878	AL	Standing Rock	Chambers		Post Office	2-14-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Standing Rock, AL 36855 as last line of address.
NEW	013040	36855	AL	Five Points	Chambers	Standing Rock	Place Name	2-14-86	
OLD	055154	92360	CA	Moreno	Riverside		Post Office	2-28-86	Post Office discontinued. Establish as a Classified Station. Retain ZIP Code. Use Moreno Valley, CA 92360 as last line of address.
NEW	055156	92360	CA	Moreno Valley	Riverside	Moreno	Classified Station	2-28-86	
OLD	058550	93669	CA	Wishon	Madera		Post Office	3-28-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Wishon, CA 93669 as last line of address.
NEW	050528	93669	CA	Bass Lake	Madera	Wishon	Community Post Office.	3-28-86	
OLD	112895	32730	FL	Fern Park	Seminole		Post Office	3-03-86	Post Office discontinued. Establish as a Classified Branch. Retain ZIP Code. Use Fern Park, FL 32730 as last line of address.
NEW	111403	32730	FL	Casselberry	Seminole	Fern Park	Classified Branch	3-03-86	
OLD	121738	30417	GA	Claxton	Tattnall	Manassas	Community Post Office.	12-20-85	To correct ZIP Code of Community Post Office. Use Manassas, GA 30438 as last line of address.
NEW	121738	30438	GA	Claxton	Tattnall	Manassas	Community Post Office.	12-20-85	
OLD	129449	30186	GA	Whitestone	Gilmer		Post Office	2-27-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Whitestone, GA 30175 as last line of address.
NEW	128525	30175	GA	Talking Rock	Gilmer	Whitestone	Place Name	2-27-86	
OLD	129636	30833	GA	Wrens	Jefferson	Matthews	Community Post Office.	12-20-85	To correct ZIP Code of Community Post Office. Use Matthews, GA 30818 as last line of address.
NEW	129636	30818	GA	Wrens	Jefferson	Matthews	Community Post Office.	12-20-85	
OLD	192607	66421	KS	Duluth	Pottawatomie		Post Office	3-01-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Duluth, KS 66521 as last line of address.
NEW	196809	66521	KS	Onaga	Pottawatomie	Duluth	Place Name	3-01-86	
OLD	200736	41402	KY	Blairs Mill	Morgan		Post Office	3-06-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Blairs Mill, KY 41472 as last line of address.
NEW	208240	41472	KY	West Liberty	Morgan	Blairs Mill	Place Name	3-06-86	
OLD	204612	41448	KY	Lickburg	Magoffin		Post Office	3-06-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Lickburg, KY 41465 as last line of address.
NEW	206816	41465	KY	Salyersville	Magoffin	Lickburg	Place Name	3-06-86	
OLD	269710	56389	MN	West Union	Todd		Post Office	2-28-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use West Union, MN 56389 as last line of address.
NEW	268460	56389	MN	Sauk Centre	Todd	West Union	Place Name	2-28-86	
OLD	393531	73545	OK	Grady	Jefferson		Post Office	2-28-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Grady, OK 73569 as last line of address.
NEW	398162	73569	OK	Terral	Jefferson	Grady	Place Name	2-28-86	
OLD	468136	57474	SD	Stratford	Brown		Post Office	2-15-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Stratford, SD 57474 as last line of address.
NEW	460036	57474	SD	Aberdeen	Brown	Stratford	Place Name	2-15-86	

POST OFFICE CHANGES NUMBER 7—Continued

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	477188	38062	TN	Reverie	Tipton		Post Office	2-28-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Reverie, TN 72395 as last line of address.
NEW	049495	72395	AR	Wilson	Tipton	Reverie	Place Name	2-28-86	
OLD	514542	23077	VA	Indian Neck	King and Queen		Post Office	2-18-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Indian Neck, VA 23148 as last line of address.
NEW	517962	23148	VA	Saint Stephens Church	King and Queen	Indian Neck	Place Name	2-18-86	
OLD	517008	23133	VA	Peary	Matthews		Post Office	2-18-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Peary, VA as last line of address.
NEW	517206	23138	VA	Port Haywood	Matthews	Peary	Place Name	2-18-86	
OLD	550264	25006	WV	Arbuckle	Mason		Post Office	2-18-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Arbuckle, WV 25123 as last line of address.
NEW	554656	25123	WV	Leon	Mason	Arbuckle	Place Name	2-18-86	
OLD	554866	25127	WV	Longacre	Fayette		Post Office	2-18-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Longacre, WV 25186 as last line of address.
NEW	557584	25186	WV	Smithers	Fayette	Longacre	Place Name	2-18-86	
OLD	555874	26632	WV	Newville	Braxton		Post Office	2-18-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Newville, WV 26601 as last line of address.
NEW	557896	26601	WV	Sutton	Braxton	Newville	Place Name	2-18-86	
OLD	557104	27175	WV	Romancen	Jackson		Post Office	2-18-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Romance, WV 25248 as last line of address.
NEW	554272	25248	WV	Kenna	Jackson	Romance	Place Name	2-18-86	
OLD	563530	54438	WI	Hamburg	Marathon		Post Office	2-27-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Hamburg, WI 54438 as last line of address.
NEW	560400	54438	WI	Athens	Marathon	Hamburg	Community Post Office.	2-27-86	

—Delivery Services Dept., 3-6-86.

Copyright material has been

deleted, not available for

Microfiche Edition.

William Jennings Bryan Regular Stamp

A $2.00 Great Americans Series stamp depicting famed orator and legislator William Jennings Bryan will be issued on March 19 in his birthplace, Salem, Illinois.

The stamp, featuring a portrait of Bryan, will not be available at all post offices, but may be purchased at all authorized philatelic centers and by mail from the Philatelic Sales Division beginning March 20.

William Jennings Bryan was one of America's most popular orators, with a remarkable ability to articulate the hopes and aspirations of his constituents. Mary Baird Bryan, whom he married in 1894, wrote, "Each year when he returned from his tours he had not only spoken to, but had listened to, the mind of America."

He began his career by practicing law after graduating from Illinois College in 1881. Bryan moved to Lincoln, Nebraska, where in 1890 he was elected to two terms in the House of Representatives. In 1894, he was defeated in his bid for a seat in the U.S. Senate.

Noted for his stance against the influence of wealth in politics, Bryan favored a silver monetary standard supported by agrarian interests, contrary to the gold standard fostered by the well-to-do industrialists. His famous "Cross of Gold" speech, made at the 1896 Democratic Convention, won him the Democratic presidential nomination. Bryan declared that "toilers everywhere will answer the demand for a gold standard by saying: You shall not press down upon the brow of labor this crown of thorns, you shall not crucify mankind upon a cross of gold."

Bryan lost the presidential race to Republican candidates William McKinley in 1896 and 1900, and William Howard Taft in 1908. However, he remained a major influence in the Democratic Party, helping Woodrow Wilson win the Party's presidential nomination in 1912. Bryan served as Secretary of State under Wilson from March 4, 1913, to June 9, 1915, using his political clout to help pass the "New Freedom" reforms through Congress.

Bryan died on July 26, 1925, in Dayton, Tennessee.

Procedures for ordering first day cancellations are as follows:

Customers are urged to buy stamps and affix them to their covers. All covers must be addressed on the right side at least ⅝ of an inch up from the bottom. Insert a filler of postal card thickness in each envelope and mail covers by April 18 to Customer-Affixed Envelopes, William Jennings Bryan stamp, Postmaster, Salem, IL 62881–9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by April 18 to William Jennings Bryan Stamp, Postmaster, Salem, IL 62881–9992. The cost is $2.00 for each envelope submitted. Personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment.

A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–7
Remove after April 18

PLEASE POST ON BULLETIN BOARD

MARCH 1986

Have you seen any of these children?

David Ezell Blockett
Born: 11/26/80
Date missing: 12/11/80
From: Newport News, Virginia

Lee Sue Kimble
Born: 09/06/76
Date missing: 09/07/83
From: Bothell, Washington

Tracy Shawn Bradley
Born: 12/07/71
Date missing: 07/20/85
From: Brownfield, Texas

Kimberly Alice King
Born: 10/21/66
Date missing: 09/16/79
From: Warren, Michigan

James Rowan Griffin
Born: 05/31/64
Date missing: 04/02/82
From: Cockeysville, Maryland

Julie Lynn Main
Born: 08/05/64
Date missing: 11/05/81
From: University of Calif., Davis

Please Call the National Center for Missing and Exploited Children—
HOT LINE 1-800-843-5678

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations and branches. Please remove and discard previous versions. At their option, operators of contract postal units may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service *only* through periodic issues of the POSTAL BULLETIN.

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21543 article.

459,203,201 to 3,300
459,219,301 to 9,900
459,831,901 to 2,500
460,008,060 to 8,075
461,137,601 to 7,900
461,170,981 to 1,000
461,304,906 to 5,100
461,393,102 to 3,400
461,757,001 to 7,500
461,882,656 to 3,200
462,378,501 to 8,600
463,196,321 to 6,340
463,221,045 to 1,200
463,312,700 to 2,800
463,792,231 to 2,300
465,721,001 to 1,200
466,469,490 to 9,500
467,078,146 to 8,400
467,224,173 to 4,200
467,229,732 to 9,800
467,245,501 to 6,000
467,246,033 to 6,100
468,399,981 thru 468,400,000
469,281,701 to 1,800
469,899,682 to 9,720
470,922,901 to 3,300
472,349,101 to 9,600
472,395,284 to 5,400
474,094,501 to 4,800
474,155,876 to 5,900
475,972,101 to 2,160
475,977,186 to 7,240
476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
488,553,870 to 4,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
509,073,646 to 5,100
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
515,697,926 to 7,929
515,790,190 to 0,230
516,649,101 to 9,200
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
521,995,972 to 996,008

Requisitioning of Supplies From the Western Area Supply Center

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

Beginning March 3, 1986, all postal installations served by the Western Area Supply Center are authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. *Accordingly, offices should maintain no more than a 1-month level of supplies.*

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—Procurement & Supply Dept., 3-6-86.

Ordering of Hand Presses—PSINs 0814A, 0814B, and 0814C

The Eastern Area Supply Center has entered into a basic ordering agreement with E.J. Brooks Co. for the following hand presses:

1. Item 0814A, with tensioning lever, used on lead/cord seals, Item 0815. Cost: $32.25 each.
2. Item 0814B, plier type, used on tin band seals, Items 0816A and B. Cost: $22.50 each.
3. Item 0814C, plier type, used on postage meter seals. Cost: $21.75 each.

Offices authorized to use these items may forward requests through their Procurement Services Offices on Form 7381, *Requisition for Supplies, Services or Equipment.* A preaddressed Permit Label 41V must be attached securely to each requisition. Lettering instructions for up to 14 characters, figures, and letters (7 on top die and 7 on bottom die) should be specified for Items 0814A and B (e.g., US MAIL/AMF LACA). Item 0814C lettering is limited to four letters, figures, or characters on the bottom die only. The top die is always engraved "USPS."

—Procurement & Supply Dept., 3-6-86.

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INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21555** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

016026	117164	276230	336628	522008	713029	770641	901211	926800
016230	117203	276231	336638	528006	722053	770644	901225	926801
016260	117223	277035	336808	528010	723003	770658	901226	926812
018066	117225	279014	337037	532215	750102	770667	901233	927275
018107	117298	280033	337062	548002	752236	770718	901235	927308
019044	122046	282194	339003	548003	752483	770799	901247	927320
021159	122050	283001	372228	551125	752496	770831	901266	937070
021259	122104	303161	372250	551170	752530	770956	901272	937104
023016	122109	303278	374087	554508	752552	778004	901284	940147
023018	122115	303374	381008	554513	760029	782221	901296	940191
024014	139010	303408	381050	554533	760228	782259	901297	940285
033018	142041	303483	381147	591900	760259	782261	901301	941091
038074	142145	303508	381158	598042	760269	782272	901302	941116
054032	146005	303511	381244	600058	760281	787237	901321	941199
064049	170081	303531	381267	600102	761049	787301	901324	941241
069212	185017	303537	381306	600109	761286	791063	901329	941246
069220	188001	303539	381359	600274	770032	791064	902379	941273
069223	191321	303565	381361	600608	770043	791068	902457	941312
071472	191402	303578	382004	600688	770068	791072	912036	945233
078103	191403	303624	402076	600689	770072	791075	912231	945237
080116	191447	303634	403009	600923	770093	791079	913299	945250
080127	191492	314118	403011	600982	770120	794010	913344	945254
080137	193109	314534	404100	601222	770146	794065	913392	945255
085004	200163	314542	405050	601514	770149	794077	917502	945257
100561	200192	327056	414001	601558	770163	800053	917571	945261
100932	200432	327078	431004	601630	770190	802468	917585	945266
101015	200447	328108	432129	601771	770191	815031	921182	946096
101079	200448	328122	432152	602004	770199	841221	921222	948028
101281	206023	331063	432155	602006	770218	850405	921298	949034
101309	206029	331496	441429	605162	770219	856006	921300	950143
101333	208055	331508	452038	605164	770268	882071	921301	951169
101334	208065	331604	454082	607116	770270	895107	921304	951187
101341	208066	331618	462049	607603	770298	900075	921318	952040
101397	208072	331619	462195	620005	770301	900627	921322	954203
101407	209002	331647	462203	622040	770351	901018	921331	954207
101491	209006	331703	462207	622068	770359	901056	921333	975015
101508	209017	333274	462209	624006	770368	901079	921334	981293
101660	220085	333356	478007	631182	770402	901080	921343	981327
104021	221028	333716	480094	631247	770407	901099	921346	981349
104034	221046	333726	480281	631291	770419	901125	921347	981398
105068	221065	333730	480307	631311	770429	901128	921358	981500
107100	272014	333743	480315	631329	770459	901130	922027	981511
108005	274086	334002	485003	658101	770466	901131	922035	981525
110049	274107	334172	489028	672105	770513	901133	924098	981559
112088	274111	335208	490041	678003	770535	901161	926603	984064
112091	275025	336037	490045	681124	770574	901173	926667	992142
113084	275026	336068	498011	701041	770589	901186	926668	995203
114065	275052	336152	503160	701448	770612	901187	926751	997087
114085	276038	336323	505100	701463	770621	901201	926752	997088
115847	276209	336344	520025	708065	770636	901202	926773	997089
117134	276213	336452	520029	711210	770640	901210	926786	997090

—Customer Services Dept., 3–6–86.

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST CLASS

OFFICIAL POSTAL USE	PUBLIC USE
1. Requisitions **a. Single Issues.** Send Form 7380 to your area supply center. **b. Quantity Changes.** Complete information below and return entire page, with PB address label, to: Document Control Division, IRM, USPS Headquarters, Washington, DC 20260–1571. **2. Address Changes.** Same as 1b.	**1. Requisitions** **a. Single Issues.** Complete information below and return entire page, with PB address label, and check or money order for $1.50 each (payable to Superintendent of Documents), to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402–0001. Order Desk (202) 783–3238 **b. Subscription.** Same as 1a. Cost is $71.00 for a 12-month subscription. **2. Address Changes.** Same as 1a.

PLEASE BE SURE PB ADDRESS LABEL IS ATTACHED WHEN RETURNING FORM.

MasterCard and VISA accepted.

Credit Card No.

Expiration Date
Month/Year

Postal Facility, Company, or Personal Name

Additional Address/Attention Line

Street Address

City | State | ZIP + 4 Code

(or) Country

Please Print

Customer's Telephone No.'s
Area Code | Home | Area Code | Office

Old Quantity _____

New Quantity _____

Signature of Designated Approving Manager

Effective Period: *Postal Bulletin articles are effective for one year unless otherwise specified.* **Schedule:** The Bulletin is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260–1571. **Distribution:** USPS distributes the Bulletin to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of Bulletin articles appears early in the months of January, April, July, and October; a yearly index appears early the following year.

21557

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21557—March 13, 1986—32 Pages

14-Cent Settling of Connecticut Postal Card

The 14-Cent Settling of Connecticut commemorative postal card will be placed on sale April 18, 1986, in Hartford, CT. This card commemorates the 350th anniversary of the settlement of Connecticut.

Do Not Sell Before April 19, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Collector information is on page 27.

Supply. An automatic distribution will be made to post offices with philatelic centers only. All other post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand. Post offices with 950 or more units requiring bulk quantities should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities,* to the Government Printing Office using *Item No.* **205.** All other post offices should immediately order from their Stamp Distribution Offices using Form 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—Customer Services Dept., 3-13-86.

Special Cancellations

Cancer

Postmasters who have special Cancer cancelling machine die hubs are authorized to use them during the period April 1 through April 30, 1986.

Law Day

Postmasters who have special Law Day cancelling machine die hubs are authorized to use them during the period April 1 through May 1, 1986.

After the authorized periods, withdraw the die hubs and retain them for future use.

—Rates & Classification Dept., 3-13-86.

Special Service Mail Sent Abroad Via Department of State

This is a reminder to all post offices that registered, insured, special delivery, special handling and COD services are *not available* for mail transmitted to overseas locations through Department of State facilities.

Employees must be instructed not to sell these special services to postal customers for such articles. This mail is easily recognizable by the ZIP Code and is customarily addressed as follows:

Name
Foreign City
Department of State
Washington, DC 20520 (20521 or 20523)

When addressed for transmission via Department of State, mail sent with any special service, listed above must be returned to sender endorsed "Service Not Available".

—Rates & Classification Dept., 3-13-86.

PUBLIC LIBRARY
R 31 1986
GOVT. PUBL.
DEPOSITORY

Submit bulk stamp requisitions within prescribed ordering cycle. Out-of-cycle requisitions increase processing costs.

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pl. 3:

DMM Revision

Second-Class Publications of Institutions and Societies

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 422.32c is revised to make it consistent with other sections of the DMM which prescribe that the total distribution of the publication is used for determining whether a publication qualifies for second-class in-county rates. The DMM is revised as follows:

Chapter 4—Second-Class Mail

* * * * *

422 Types of Authorizations

* * * * *

422.3 Publications of Institutes and Societies

* * * * *

.32 Provisions for General Advertising

* * * * *

c. The mailed circulation must be limited to copies mailed to members who pay, either as a part of their dues or assessments or otherwise, not less than 50 percent of the subscription price regularly charged to other members; to other actual subscribers; to exchanges; and to 10 percent of such circulation as sample copies. When members pay for their subscriptions as a part of their dues or assessments, individual subscriptions or receipts are not required. For the exclusive purpose of determining the number of copies of an issue qualifying for in-county rates under 411.32, the total paid circulation of such publications will be considered to be the sum of the number of copies distributed to members, plus the number of copies distributed to other subscribers.

Old section 432.32d is eliminated.

These changes will be incorporated into a future revision of the DMM.

—Rates & Classification Dept., 3–13–86.

If the Address On Your POSTAL BULLETIN Mailing Label Is Incorrect Or Your Facility Has Moved, Please Follow The Instructions and Complete The Form On The Back Page . . . Of This Bulletin.

Requisitioning of Supplies From the Western Area Supply Center

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

Beginning March 3, 1986, all postal installations served by the Western Area Supply Center are authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. *Accordingly, offices should maintain no more than a 1-month level of supplies.*

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—Procurement & Supply Dept., 3–13–86.

IMM Revision

New Insurance Amount for Parcel Post—Taiwan

Effective immediately, the insurance amount for air and surface parcel post to Taiwan is increased from $210 to $500. The applicable insurance rate table for Taiwan is as follows:

Insured amount not over	Fee	Insured amount not over	Fee
$25	$1.10	$300	$3.70
50	1.40	400	4.40
100	2.10	500 max	5.20
200	3.00		

Insert the above rates in the country sheet for Taiwan in the INTERNATIONAL MAIL MANUAL. This change will be reflected in a future revision of the IMM.—*Rates & Classification Dept., 3–13–86.*

DMM Reprint

DETACHED ADDRESS CARDS

Please note: The following DOMESTIC MAIL MANUAL revisions are reprinted from POSTAL BULLETINS 21538, 10–31–85 and 21539, 11–7–85.

DOMESTIC MAIL MANUAL (DMM) 664.24 states size standards for detached address cards used with mailings of third-class merchandise samples. To ease handling, those standards now apply to detached address cards used with mailings of second-class and third-class flats.

Effective March 1, 1986, the DMM is revised as follows:

Chapter 4—Second-Class Mail

* * * * *

452.4 Address Cards

* * * * *

.41

a. The address card must be made of paper or cardboard stock.

b. The address card must *NOT:*

(1) be folded, perforated, or creased.

(2) measure less than 3½ by 5 inches.

(3) measure more than 5 by 9 inches.

(4) measure less than 0.007 of an inch thick.

c. The address for each flat must be placed on an address card. There must be one and only one address card for each flat. The address card must contain the recipient's address and the mailer's return address. Each address card must carry the following words in a bold type size of at least ⅛ inch:

"Postal Service regulations require that this address card be delivered together with its accompanying postage paid mail. If you should receive this card without its accompanying mail, please notify your local postmaster."

d. Nothing other than an address, the above quoted language, and an indicium of postage payment may appear on the front of the card, except for official pictures and data disseminated by the National Center for Missing and Exploited Children.

* * * * *

Chapter 6—Third-Class Mail

* * * * *

661.3 Detached Address Labels for Flats

* * * * *

.33 Address Cards

.331

a. The address card must be paper or cardboard stock.

b. The address card must *NOT:*

(1) be folded, perforated, or creased.

(2) measure less than 3½ by 5 inches.

(3) measure more than 5 by 9 inches.

(4) measure less than 0.007 of an inch thick.

c. The address for each flat must be placed on an address card. There must be one and only one address card for each flat. The address card must contain the recipient's address and the mailer's return address. Each address card must carry the following words in a bold type size of at least ⅛ of an inch:

"Postal Service regulations require that this address card be delivered together with its accompanying postage paid mail. If you should receive this card without its accompanying mail, please notify your local postmaster."

d. Nothing other than an address, the above quoted language, and indicia of postage payment may appear on the front of the card, except for official pictures and data disseminated by the National Center for Missing and Exploited Children.

* * * * *

664 Merchandise Samples

* * * * *

664.2 Address Cards

* * * * *

.24

a. The address card must be paper or cardboard stock.

b. The address card must *NOT*:

(1) be folded, perforated, or creased.

(2) measure less than 3½ by 5 inches.

(3) measure more than 5 by 9 inches.

(4) measure less than 0.007 of an inch thick.

* * * * *

Chapter 7—Fourth-Class Mail

* * * * *

767 Preparation of Bound Printed Matter

* * * * *

767.7 Optional Handling of Bulk Mailings

At the option of the mailer, address cards and unaddressed pieces mailed at bound printed matter rates, which are addressed for delivery only in the mailer's local parcel post zones, may be mailed separatcly for local delivery at the office of mailing, subject to all of the following conditions:

a. The address card must be made of paper or cardboard stock.

b. The address card must NOT:

(1) be folded, perforated, or creased.

(2) measure less than 3½ by 5 inches.

(3) measure more than 5 by 9 inches.

(4) measure less than 0.007 of an inch thick.

c. The address cards must show the full name, address, and either the ZIP + 4 or the 5-digit ZIP Code of the sender and addressee and must be sorted by the mailer to the fourth and fifth digit of the ZIP Code.

d. Postage must be paid by permit imprints for each card including cards returned as undeliverable. The imprint may be placed on the pieces or on the cards (see 145).

e. The mailer must submit a completed Form 3605, *Statement of Mailing—Bulk Zone Rates,* with each mailing.

f. The total weight of pieces placed in a sack, carton, crate, or any other type of container must not exceed 70 pounds.

g. The mailer must send the address cards to the postmaster at the delivery office. It is recommended that the mailer include with the cards separate documentation specifying the number of pieces sent for each 5-digit ZIP Code delivery unit.

h. Address cards bearing incorrect, nonexistent, or otherwise undeliverable addresses are corrected or endorsed to show why they are undeliverable and returned to the mailer. Each envelope is rated with postage due at the address correction fee (see 712.2) for each address label contained in the envelope. At the request of the mailer, the postmaster will notify the mailer (at the mailer's expense and by any reasonable means specified by the mailer and approved by the postmaster) of the number of address labels being returned. The request for notification must accompany the labels. Correctly addressed labels will be held awaiting arrival of the pieces.

i. The mail pieces must be deposited at the acceptance point designated by the postmaster. If the number of pieces deposited is less than the number of address labels provided, the postmaster must immediately notify the sender, or a designated representative or agent, of the number of pieces required to complete the delivery. If the additional pieces are not delivered to the post office within 15 days, the excess address labels will be returned to the mailer at the third-class single piece rate (see 611.1). If the number of pieces deposited exceeds the number of address labels provided, the postmaster must notify the sender of the number of excess pieces. However, delivery will not be delayed. As soon as deliveries are completed, the postmaster will notify the sender of the number of any excess pieces remaining. The mailer may call for the excess pieces without charge. Any excess pieces not called for within 15 days will be returned to sender with postage due at the single piece bound printed matter rate.

Note: These changes will be incorporated into a revision of the DMM.

—Rates & Classification Dept., 3–13–86.

DMM Revision

Money Orders—Restriction on Payment

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 941.31 is revised to rescind the restriction that no money order will be paid after 20 years.

The DMM is revised as follows:

941 Money Orders

* * * * *

941.3 Cashing

.31 Continuing Validity and Value. Domestic money orders will be paid regardless of the time passed since their issue. Money orders are not interest bearing instruments; they will be paid only in the exact amount imprinted up to the authorized maximum amount. The records of the Postal Service will serve as the basis for adjudicating claims for payment of money orders.

These changes will be incorporated in a future revision to the DMM.

—Rates & Classification Dept., 3–13–86.

Correction

Previously Announced First Flight Philatelic Service

In the POSTAL BULLETIN dated February 20, it was announced that cachet and philatelic services had been authorized to commemorate several upcoming inaugural flights. However, four of the *Lufthansa German Airlines* flights listed in that announcement will not receive official philatelic treatment.

The flights are listed below:

Los Angeles, CA to Frankfurt, Federal Republic of Germany
New York, NY to Dusseldorf, Federal Republic of Germany
San Francisco, CA to Frankfurt, Federal Republic of Germany
Atlanta, GA to Frankfurt, Federal Republic of Germany

All other *Lufthansa German Airlines* flights listed in the February 20 POSTAL BULLETIN are authorized to receive official philatelic services, and first flight cachet and cancellation requests should be handled in the normal manner.

—Customer Services Dept., 3–13–86.

AS–302 Revision

LETTERHEAD APPROVAL/PROCUREMENT

Handbook AS–302, *Correspondence Management,* is amended to allow for the approval and procurement of USPS stationery at the Regional or local level. These changes are effective immediately. Regions may issue supplemental instructions for control purposes only. The provisions of AS–302 as to letterhead use and standards are mandatory and provide for a uniform and consistent Postal Service image.

Two new exhibits, Exhibit 131.2 and 131.422, are included on pages 7 through 14 of this bulletin, along with an amended Exhibit 131.33 (formerly Exhibit 131.23). Also, the following exhibits are renumbered:

Former Exhibit 131.2 is now Exhibit 131.3 (cross off E–COM at the bottom of page 1).

Former Exhibit 131.3 is now Exhibit 131.423.

Unchanged and renumbered exhibits are not reprinted here. You can locate them in the current AS–302.

130 STANDARDS

131 Stationery

131.1 Types and Standard Size

.11 Types. The USPS uses two types of authorized letterhead stationery: formal and memorandum.

.12 Standard Size. The standard paper size is 8½ x 11 inches for all letterhead and bond stationery, manifold tissues, and carbons.

131.2 Specifications. (See Exhibit 131.2, p. 1–6.)

.21 Typography. The "Helvetica" type style is used on all stationery.

.22 Print Colors. Letterheads are printed in two colors:

a. Formal—PMS 287 Blue Ink (commonly referred to as Postal Blue).

b. Memorandum—Black Ink.

.23 United States Postal Service Emblem. When authorized for use, the official emblem of the Postal Service is printed in PMS 287 Blue. Reproduce the emblem using original, authorized artwork only.

131.3 Formal Letterhead. (See Exhibit 131.3 for the list of authorized formal letterheads.)

.31 Description. This stationery is for official mail and carries the USPS emblem. Stationery is printed in two versions: with a preprinted return address and without a preprinted return address. Formal letterhead stationery includes specialized promotional correspondence. (See 131.33.)

.32 Restrictions

.321 Formal letterhead stationery is restricted to correspondence that is:

a. To addresses outside the USPS.

b. To employees upon retirement.

c. To employees receiving special achievement awards.

d. To employees being promoted.

e. To postal job applicants.

.322 Only the following may use formal letterhead for general intrapostal correspondence:

a. The Postmaster General.

b. The Deputy Postmaster General.

c. The Business Policy Committee.

.323 Stationery with preprinted return address is authorized for use only by those positions/offices listed in Exhibit 131.3, pp. 1 & 2.

.33 General Use. Stationery without preprinted return address is authorized for general use by all other offices. (Order as Item O12D from supply centers.)

.34 Promotional Letterhead. (See Exhibit 131.33.)

131.4 Memorandum Letterhead

.41 Description. Memorandum letterhead is for intrapostal correspondence and does not carry the USPS emblem; it is printed both with and without a return address. It includes preprinted identification data (Date:, Our Ref:, Subj:, To:) to expedite typing and filing and to align the inside address with window envelopes.

.42 Use

.421 Restriction. Memorandum letterhead is used only for intrapostal correspondence. It is authorized for use by all postal installations and is printed in two headings:

a. United States Post Office. Used by post offices and MSCs. (See Exhibit 131.2, p. 4.)

b. United States Postal Service. Used by installations other than post offices and MSCs. (See Exhibit 131.2, p. 4.)

.422 With Preprinted Return Address. (See Exhibits 211.1, 131.2, and 131.422.) Authorized for use by:

a. Headquarters.

b. Regional offices.

c. Offices of the Regional Chief Inspectors.

d. Offices of the Inspectors in Charge.

e. District offices.

f. Philatelic Sales Division.

g. Postal data centers (PDCs).

h. William F. Bolger Management Academy (Potomac, MD).

i. Technical Training Center (Norman, OK).

j. Bulk mail centers (BMCs).

k. Transportation management offices (TMOs).

l. Procurement services offices (PSOs).

m. Field Real Estate and Buildings offices (FREBOs).

n. Buildings Maintenance & Engineering offices (BMEOs).

o. Eastern & Western area supply centers.

p. Stamped Envelope Agency.

q. Post offices with annual revenues of $1.5 million or more.

.423 Without Preprinted Return Address. (See Exhibit 131.423.) Authorized for use by:

a. All administrative support facilities that are not itemized above (Item O12E at supply centers).

b. All other offices, including facilities with annual revenues of less than $1.5 million (Item O12C at supply centers).

c. Postal Inspectors; includes identification data element "*Case No*". (Item O16G at supply centers).

131.5 Letterhead Deviations

Deviations from authorized formal letterheads are not anticipated since the current list was based on a service-wide review. However, the Headquarters Records Office may be contacted for advice and guidance in connection with any problems or concerns related to letterhead needs.

132 Requisitions/Procurement

132.1 Headquarters Units

The Headquarters Supply Unit automatically orders stationery—general use formal letterhead (20260–0001), memorandum letterhead (20260), and envelopes as needed. Such orders are funded by the Office of Headquarters Services. All other letterheads and envelopes (special print) are funded by the ordering office on Form 1888, *Graphics, Printing, or Reproduction Order,* and delivered to the requesting office.

132.2 Field

.21 Formal letterhead (other than Item O12D). Submit requests in accordance with instructions contained in AS–703, *Field Guide to Purchasing and Requisitioning,* Chapter 9. (See note below.)

.22 Memorandum letterhead. Follow the procedures as outlined in 132.21. Headquarters approval is not required. (See note below.)

Note: Although the approval of USPS Headquarters is no longer required for the printing and procuring of letterhead stationery, the standards, uses, and specifications contained in this handbook are mandatory in order to ensure a uniform Postal Service image.

.23 Reproducibles and/or print negatives. File and maintain at the ordering office for reprinting purposes.—*Records Office, 3–13–86.*

IS YOUR POST OFFICE AN EASY TARGET?

- Make sure all safes are locked
- Make sure all windows and doors are equipped with proper locks
- Make sure alarms are working and turned on
- Advise police of office hours

If you have any questions contact your Postal Inspector in charge

Formal Letterhead / General Use

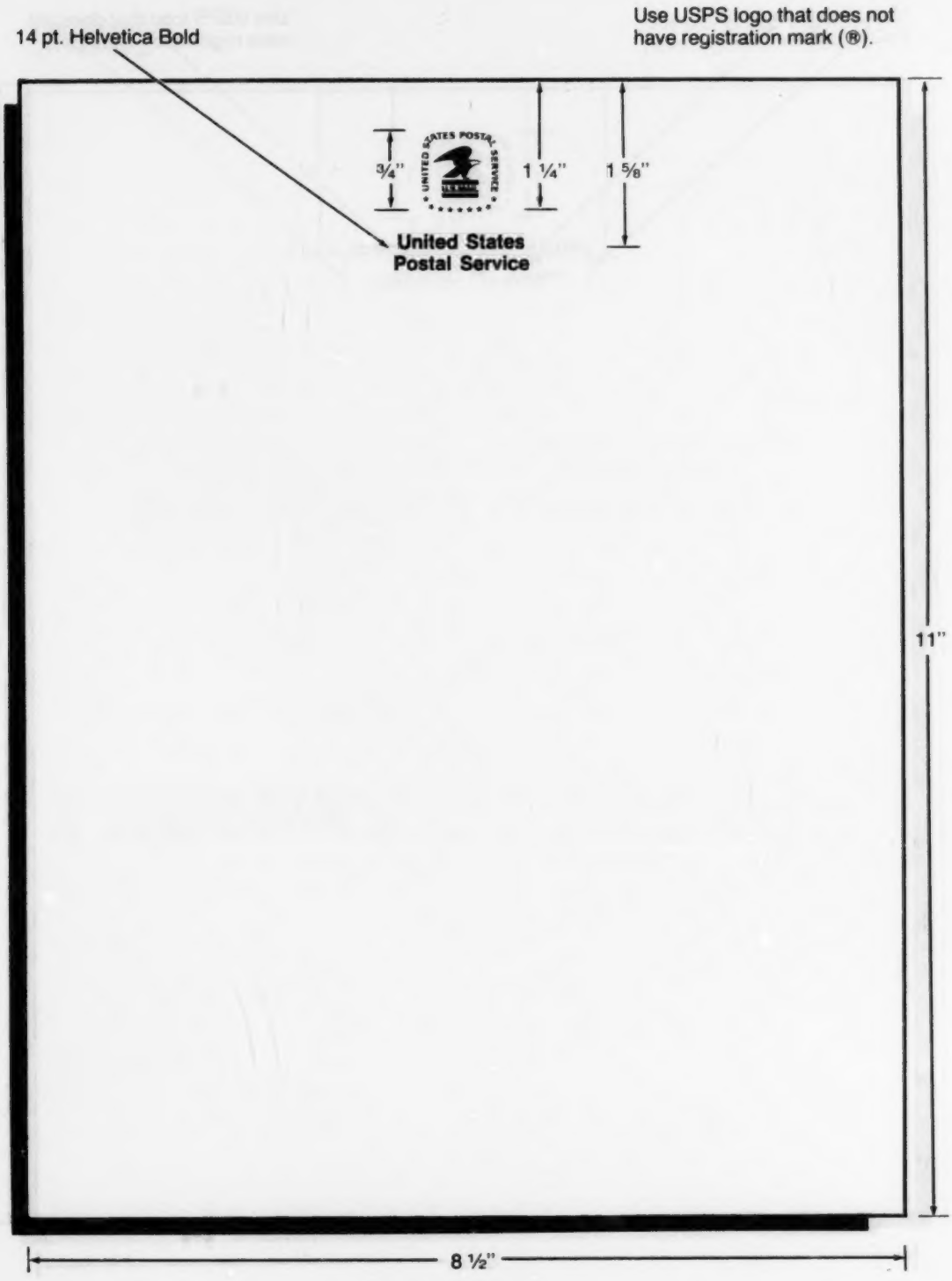


EXHIBIT 131.2 (P. 1)

Formal Letterhead / Regional Headquarters

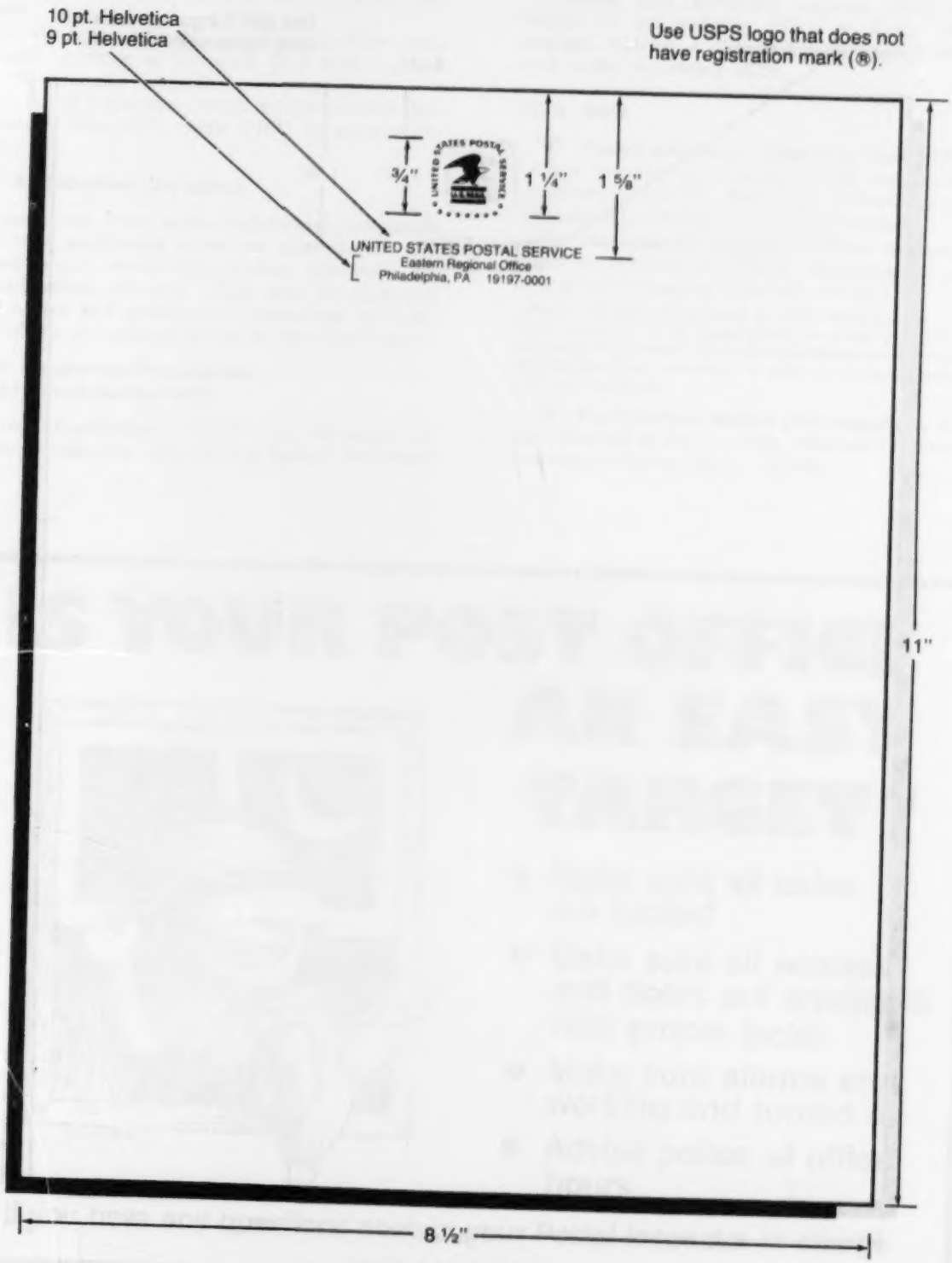


EXHIBIT 131.2 (P. 2)

Formal Letterhead / Headquarters

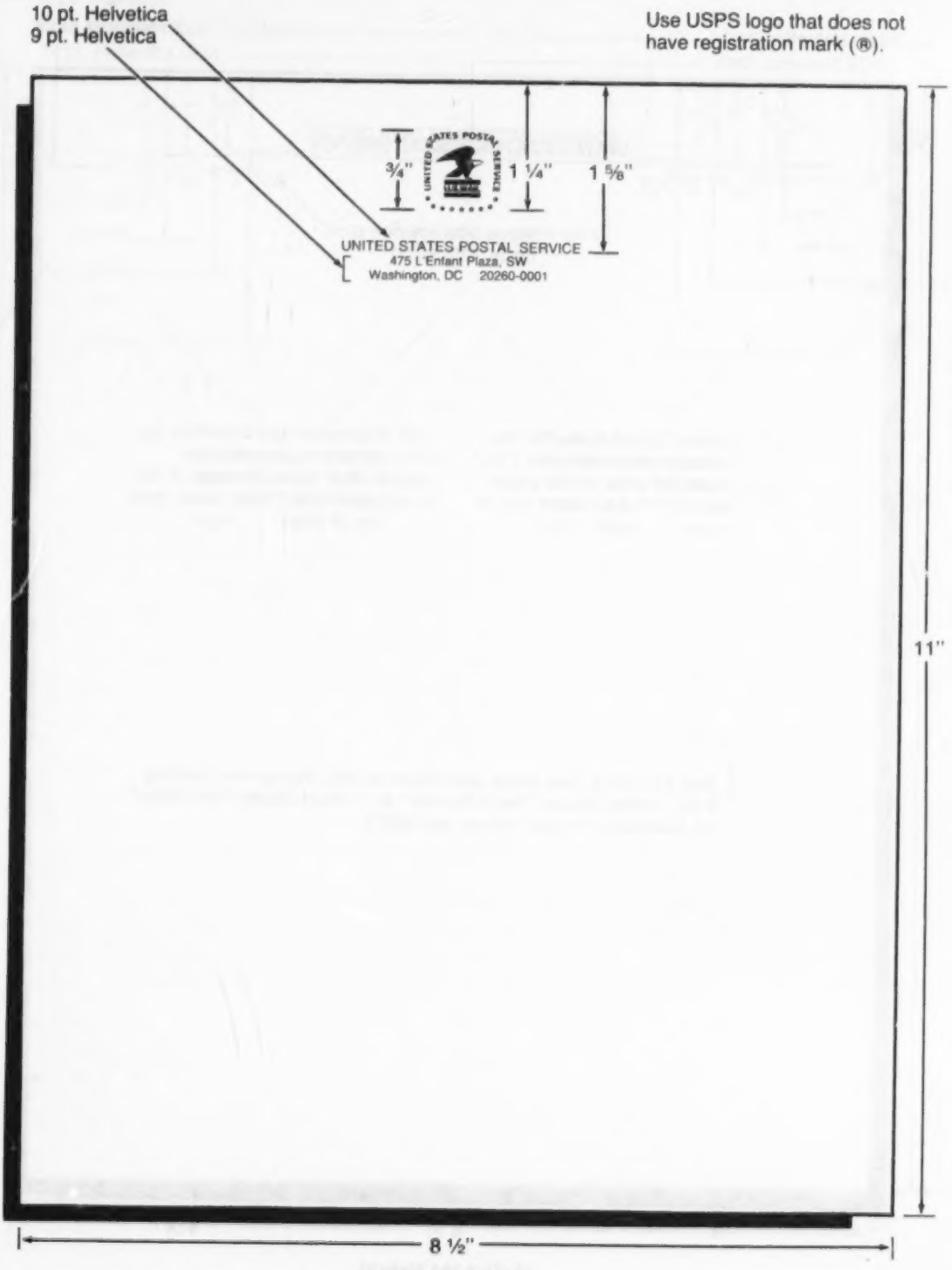
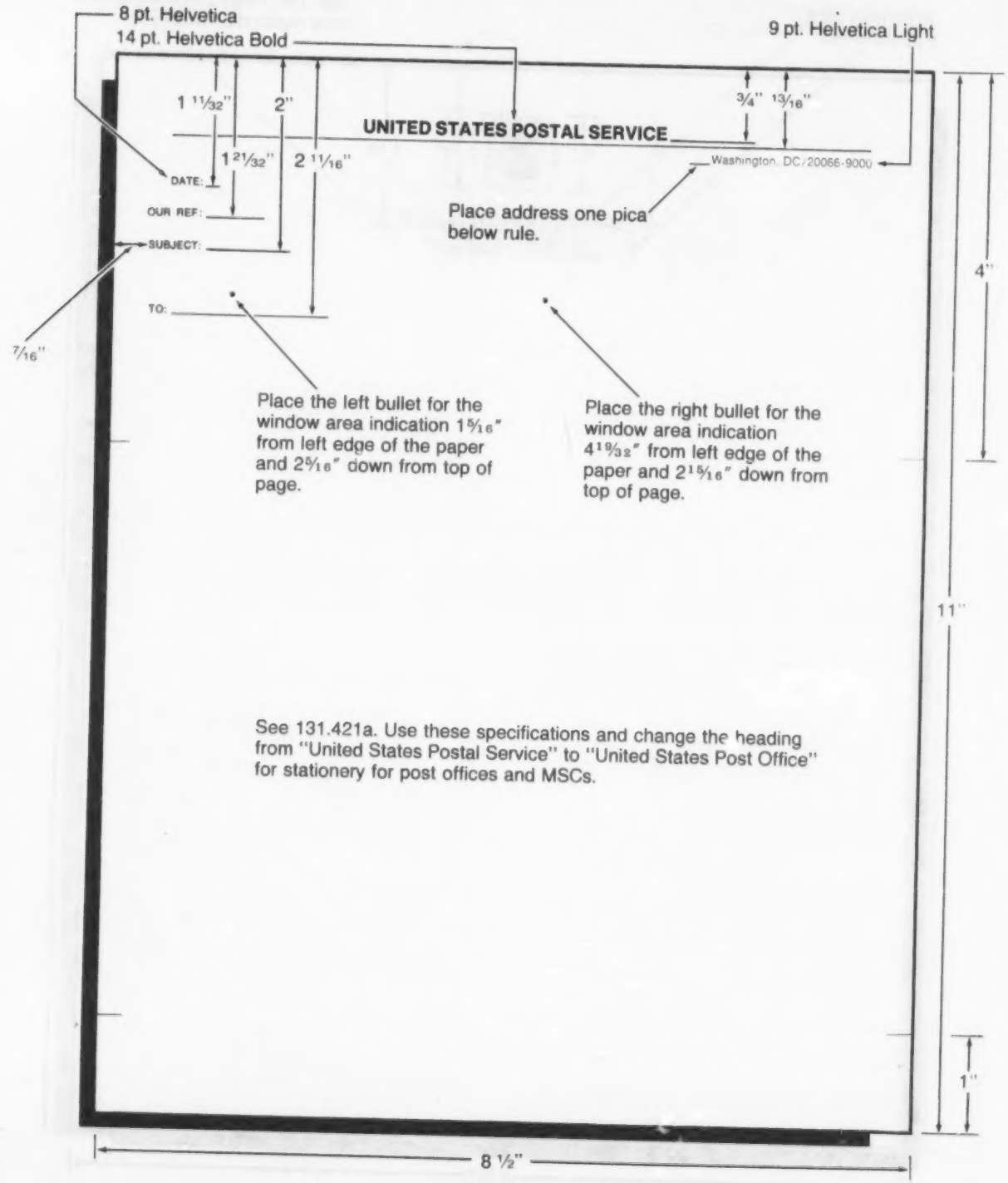


EXHIBIT 131.2 (P. 3)

Memorandum
(Pre-printed Form as Basis)


8 pt. Helvetica
14 pt. Helvetica Bold
9 pt. Helvetica Light
1 11/32"
2"
3/4"
13/16"
UNITED STATES POSTAL SERVICE
1 21/32"
2 11/16"
Washington, DC 20066-9000
DATE:
OUR REF:
SUBJECT:
TO:
Place address one pica below rule.
7/16"
Place the left bullet for the window area indication 1 5/16" from left edge of the paper and 2 5/16" down from top of page.
Place the right bullet for the window area indication 4 19/32" from left edge of the paper and 2 15/16" down from top of page.
4"
11"
1"
8 1/2"

See 131.421a. Use these specifications and change the heading from "United States Postal Service" to "United States Post Office" for stationery for post offices and MSCs.

EXHIBIT 131.2 (P. 4)

Memorandum / Office of the Inspector in Charge
(Pre-printed Form as Basis)

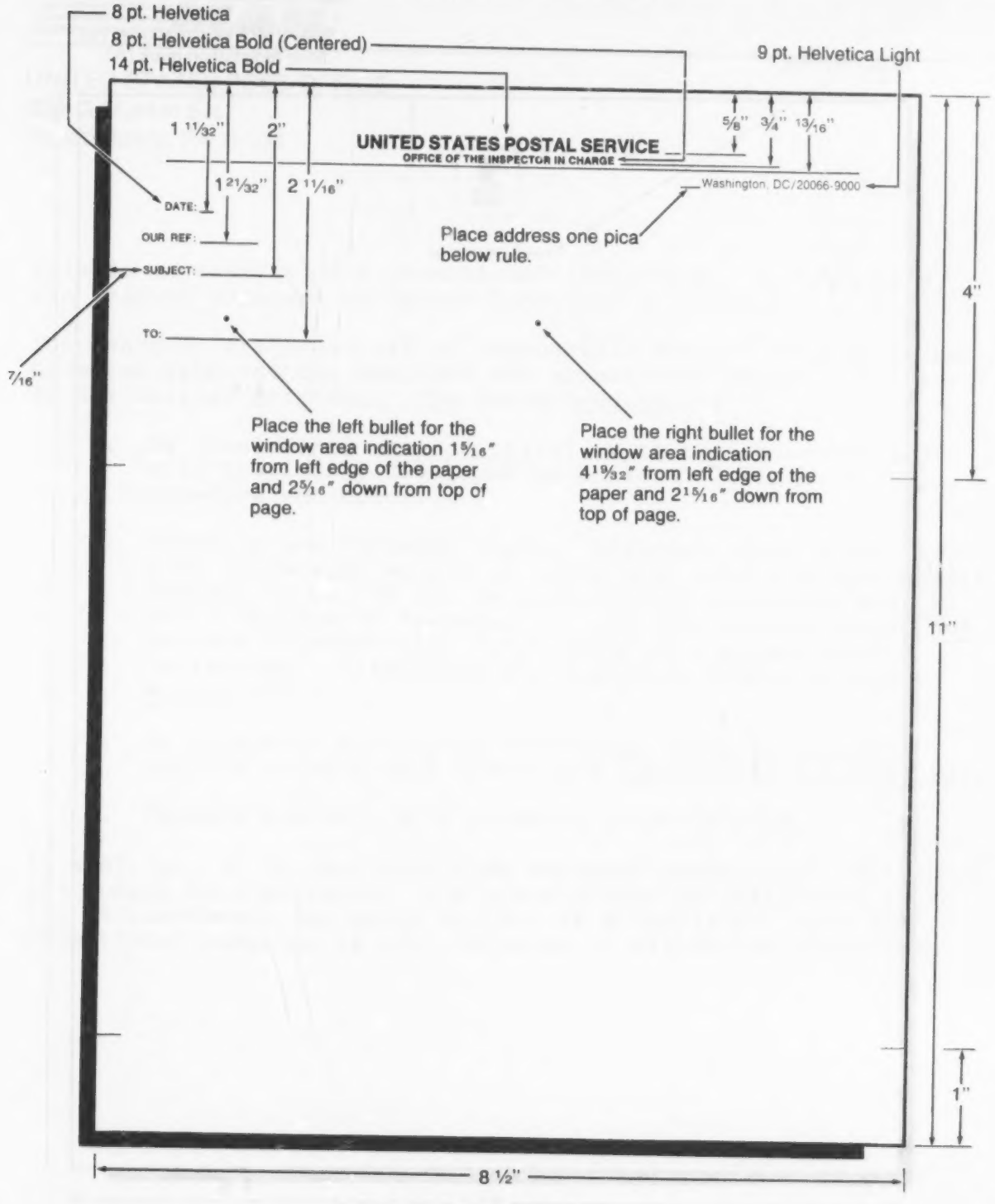

8 pt. Helvetica
8 pt. Helvetica Bold (Centered)
14 pt. Helvetica Bold
9 pt. Helvetica Light
1 11/32"
2"
5/8" 3/4" 13/16"
UNITED STATES POSTAL SERVICE
OFFICE OF THE INSPECTOR IN CHARGE
Washington, DC/20066-9000
1 21/32"
2 11/16"
DATE:
OUR REF:
SUBJECT:
TO:
7/16"
Place address one pica below rule.
Place the left bullet for the window area indication 1 5/16" from left edge of the paper and 2 5/16" down from top of page.
Place the right bullet for the window area indication 4 19/32" from left edge of the paper and 2 15/16" down from top of page.
4"
11"
1"
8 1/2"

EXHIBIT 131.2 (P. 5)

Formal Letterhead / Postal Inspector

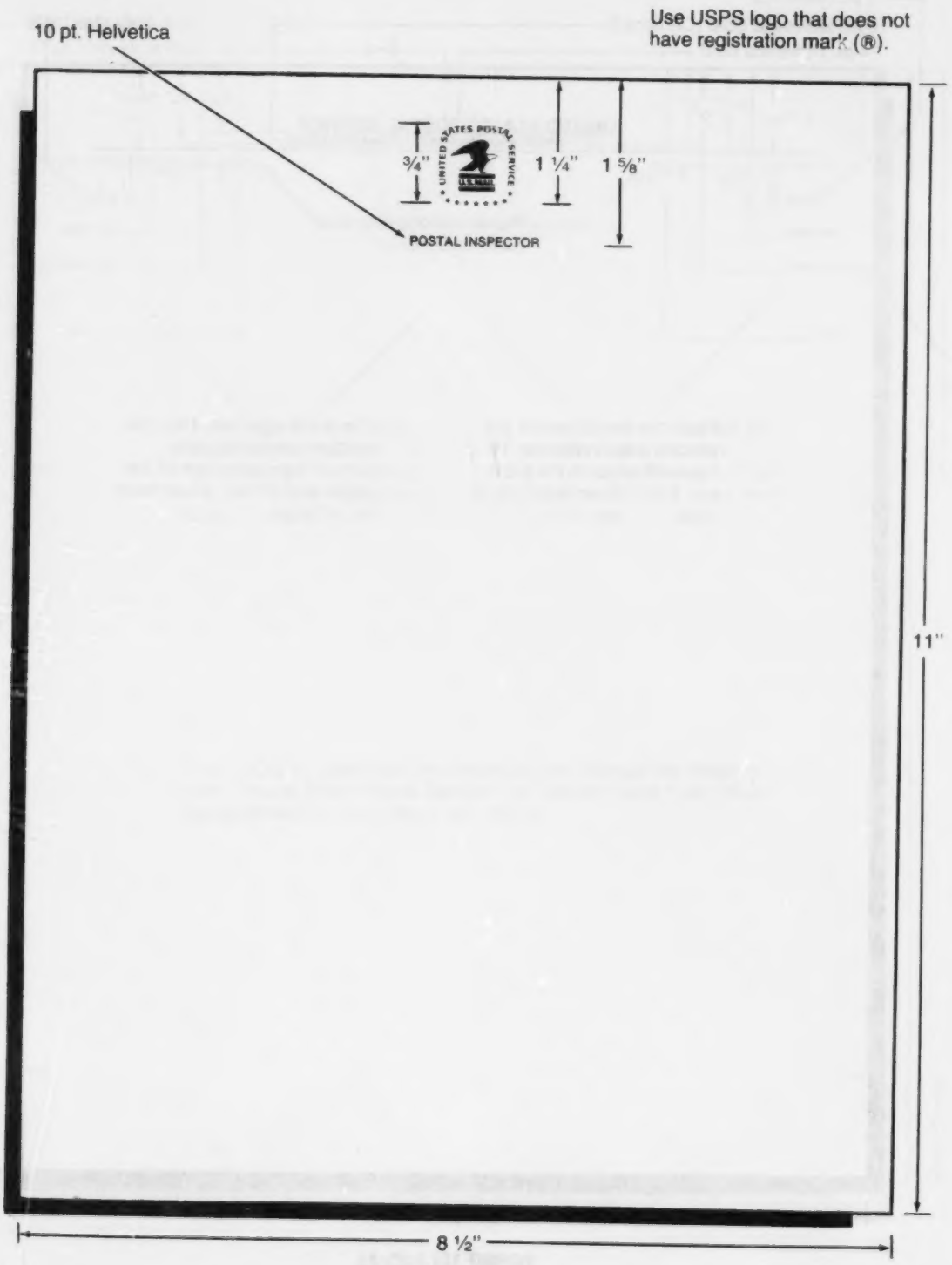


EXHIBIT 131.2 (P. 6)

EXPRESS MAIL®

UNITED STATES POST OFFICE
30th & Market Sts.
Philadelphia, PA 19104

This is an example of a promotional letterhead. In this case, the heading consists of orange lines and blue print.

The Headquarters organization responsible for the program to be promoted approves the proposed new promotional letterhead prior to its initial printing. The letterhead should:

1. Be consistent, when practical, with this handbook and with previously developed promotional letterhead (e.g., typeface and color).

2. Properly use official logos. Official logos which are also trademarks should be identified with the appropriate indicia (e.g., TM for an unregistered trademark and (R) for a registered trademark). The USPS emblem should not be used together with other logos in a promotional letterhead. Trademarks are listed in Domestic Mail Manual 119.

3. Be formatted for typing efficiency (samples should specify an efficient format and appropriate block style).

4. Contain aesthetically pleasing graphics work.

In addition, it is important that whenever promotional letterhead stationery is distributed the users always be instructed as to the circumstances for which its use is authorized. Once the promotional campaign is over, dispose of all unused letterhead.

EXHIBIT 131.33

Chapter 4—Second-Class Mail

410 Rates and Fees

411 Rates

* * * * *

411.3 Preferred Rates

* * * * *

.32 In-County Rates

.321 Subscriber Copies. In-county rates apply to subscribers' copies of any issue of a second-class publication (except a requester publication) when they are entered within the county of publication for delivery to addresses within that county if either of the following conditions is met:

a. The total paid circulation of such issue is less than 10,000 copies.

b. The number of paid copies of such issue distributed within the county of publication is at least two more than one-half of the total paid circulation of such issue.

Note: Publications authorized second-class mailing privileges under the provisions of 422.3 and 422.4 must comply with the circulation requirements of this section. See 422.32c, 422.33 and 422.4c.

.322 Nonsubscriber Copies. During a calendar year, the total weight of nonsubscriber copies mailed at the in-county rates may not exceed 10 percent of the weight of subscribers' copies of the publication mailed at the in-county rates.

.323 Entry Offices. If the postmaster of an office of entry directs a publisher to deposit copies of the publication at a postal facility serving that office, these copies will be considered as mailed at the office of entry. Copies are subject to in-county rates if they are addressed to destinations within the county of publication and are entered at a post office which serves those addresses, but is located outside the county.

.324 Independent Cities. Each second-class publication (except commingled nonsubscriber copies in excess of the 10% allowance, and requester) having original entry at an incorporated city which is situated entirely within a county or which is situated contiguous to one or more counties in the same State, but which is politically independent of such county or counties, will be considered to be within a part of the county with which it is principally contiguous, and copies mailed into that county are chargeable with postage at the in-county rates. Where more than one county is involved, the publisher will select the principal county and notify the postmaster.

.325 Rates. In-County rates are:

	Cents
Per Pound	9.3
Per Piece:	
Level J—Not Presorted to Carrier Route	5.0
Level K—Presorted to Carrier Route. Packages of six or more addressed pieces for carrier route or finer sort destinations	3.2

* * * * *

.33 Special Nonprofit Rate

.331 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	8.6
Advertising portion:	
Zones 1 and 2	11.5
Zone 3	12.8
Zone 4	14.8
Zone 5	17.9
Zone 6	21.2
Zone 7	25.0
Zone 8	28.4

Note: The advertising zone rates are applicable to issues in which the advertising portion exceeds 10 percent. Issues containing 10 percent or less advertising will be computed at the nonadvertising rate.

.332 Per Piece Rates. The three per piece rates reflect the level of presort. The sortations that must be accomplished to qualify for these rates are prescribed in 468.

	Cents
Level G—Basic—Pieces not qualifying for Level H—5-Digit or Level I—Carrier (3-Digits which are not unique 3-digit cities, SCF, states, mixed states)	8.8
Level H—5-Digit—Packages of six or more addressed pieces for 5-digit, a unique 3-digit city, or multi-ZIP Coded city, destinations listed in Exhibit 122.63	6.2
Level I—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations	4.3

.333 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the applicable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

Note: Copies of second-class publications that do not qualify for Level H—5-digit or Level I—Carrier must meet second-class presort requirements to be eligible for second-class rates (see 460).

.34 Classroom

.341 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	7.6
Advertising portion:	
Zones 1 and 2	10.1
Zone 3	11.2
Zone 4	13.2
Zone 5	16.3
Zone 6	19.5
Zone 7	23.2
Zone 8	26.7

.342 Per Piece Rate. The per piece rate is 6.7 cents.

.343 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the appli-

cable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

.35 Science of Agriculture

.351 General. These rates apply to copies of publications which will be delivered to addressees outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70% of the total number of copies distributed by any means for any purpose.

.352 Per Pound. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	11.8
Advertising portion:	
Zone 1 and 2	11.5
Zone 3	16.6
Zone 4	18.2
Zone 5	20.7
Zone 6	23.3
Zone 7	26.0
Zone 8	28.9

.353 Per Piece Rates. The three per piece rates reflect the level of presort for mailings of 5,000 or more copies per issue. The sortations that must be accomplished to qualify for these rates are prescribed in 460.

	Cents
Level A—Basic. Pieces not qualifying for Level B–5-Digit or Level C—Carrier (3 Digits which are not unique 3-Digit cities, SCF, states, mixed states)	12.3
Level B—5-Digit. Packages of six or more addressed pieces for 5-digit, a unique 3-Digit city, or mutli-ZIP Coded city destinations listed in Exhibit 122.63	9.6
Level C—Carrier. Packages of six or more addressed pieces for carrier route or finest sort destinations	7.8

.354 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the applicable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

Note: Copies of second-class publications that do not qualify for Level B—5-digit or Level C—Carrier must meet second-class presort requirements to be eligible for second-class rates (see 460).

.36 Limited Circulation

.361 General. These rates apply to copies of publications (except commingled nonrequester/nonsubscriber copies in excess of the 10% allowance (see 411.38), requester, special nonprofit, classroom, and limited circulation science of agriculture) which will be delivered to addresses outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of out-of-county copies is less than 5,000.

.362 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	11.8
Advertising portion:	
Zones 1 and 2	15.8
Zone 3	16.6
Zone 4	18.2
Zone 5	20.7
Zone 6	23.3
Zone 7	26.0
Zone 8	28.9

.363 Per Piece Rates. The three per piece rates reflect the level of presort for mailings of less than 5,000 out-ot-county copies per issue:

	Cents
Level D—Basic. Pieces not qualifying for Level E—5-Digit or Level F—Carrier (3-Digits which are not unique 3-Digit cities, SCF, states, mixed states)	9.0
Level E—5-Digit. Packages of six or more addressed pieces for 5-digit, a unique 3-Digit city, or multi-ZIP Coded city destinations listed in Exhibit 122.63	6.4
Level F—Carrier. Packages of six or more addressed pieces for carrier route or finer sort destinations	4.5

.364 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the applicable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

Note: Copies of second-class publications that do not qualify for level E—5-digit or level F—Carrier must meet second-class presort requirements to be eligible for second-class rates (see 460).

.37 Limited Circulation Science of Agriculture

.371 General. These rates apply to copies of science of agriculture publications which will be delivered to addressees outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of out-of-county copies is less than 5,000, and when the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70% of the total number of copies distributed by any means for any purpose.

.372 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	11.8
Advertising portion:	
Zones 1 and 2	11.5

	Cents
Zone 3	16.6
Zone 4	18.2
Zone 5	20.7
Zone 6	23.3
Zone 7	26.0
Zone 8	28.9

.373 Per Piece Rates. The three per piece rates reflect the level of presort for mailings of less than 5,000 out-of-country copies per issue:

	Cents
Level D—Basic. Pieces not qualifying for Level E—5-Digit or Level F—Carrier (3-Digits which are not unique 3-Digit cities, SCF, states, mixed states)	9.0
Level E—5-Digit. Packages of six or more addressed pieces for 5-Digit, a unique 3-digit city or multi-ZIP Coded city destinations listed in Exhibit 122.63	6.4
Level F—Carrier. Packages of six or more addressed pieces for carrier route or finer sort destinations	4.5

.374 Intra SCF Rate. Pieces in properly prepared carrier route, 5-digit, optional city, 3-digit, or SCF packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra SCF rate. This rate equals the applicable per-piece rate minus 1.0 cent per addressed piece. SCF's and the areas served by each are in Exhibits 122.63c and 122.63d.

Note: Copies of second-class publications that do not qualify for Level E—5-Digit or Level F—Carrier must meet second-class presort requirements to be eligible for second-class rates (see 460).

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Chapter 6.—Third-Class Mail

610 Rates and Fees

* * * * *

611 Rates

611.2 Bulk Rates (See Exhibit 611.2 a and b)

* * * * *

SPECIAL RATES FOR AUTHORIZED NONPROFIT ORGANIZATIONS ONLY—See 623.

Pieces which weigh *more* than 3.5213 ounces and are mailed at the 5-digit or basic rate are subject to the per pound rate and the applicable per piece rate.

Presort level:	Per pound or fraction:	Minimum rate piece
Basic	Plus 3.0 per piece	8.7
5-digit	Plus 1.5 per piece	7.2
Carrier route		5.7

Pieces which are *equal to or weigh less* than 3.5213 ounces, or 0.22008 pound, or 99.829 grams must be paid at the prescribed minimum per piece rate for each presort level.

Exception: When the postage computed at the bulk third-class rate is higher than a fourth-class rate for which the matter and the mailing could qualify except for weight, the fourth-class rate may be paid without the necessity of adding needless additional weight. *Example:* A piece which weighs less than 1 pound and which meets all prescribed requirements, other than weight, for fourth-class bound printed matter may be mailed at the fourth-class bound printed matter rate. All other requirements of bulk third-class remain applicable.

Exhibit 611.2b—Third-Class (Special Rates)

Up to oz.	CAR–RT rate (cents)	5-digit rate (cents)	Basic rate (cents)	Up to oz.	CAR–RT rate (cents)	5-digit rate (cents)	Basic rate (cents)
1.0	5.7	7.2	8.7	9.7	15.8	17.3	18.8
2.0	5.7	7.2	8.7	9.8	15.9	17.4	18.9
3.0	5.7	7.2	8.7	9.9	16.1	17.6	19.1
3.5	5.7	7.2	8.7	10.0	16.2	17.7	19.2
3.6	5.9	7.4	8.9	10.1	16.4	17.9	19.4
3.7	6.0	7.5	9.0	10.2	16.6	18.1	19.6
3.8	6.2	7.7	9.2	10.3	16.7	18.2	19.7
3.9	6.4	7.9	9.4	10.4	16.9	18.4	19.9
4.0	6.5	8.0	9.5	10.5	17.0	18.5	20.0
4.1	6.7	8.2	9.7	10.6	17.2	18.7	20.2
4.2	6.8	8.3	9.8	10.7	17.4	18.9	20.4
4.3	7.0	8.5	10.0	10.8	17.5	19.0	20.5
4.4	7.2	8.7	10.2	10.9	17.7	19.2	20.7
4.5	7.3	8.8	10.3	11.0	17.9	19.4	20.9
4.6	7.5	9.0	10.5	11.1	18.0	19.5	21.0
4.7	7.7	9.2	10.7	11.2	18.2	19.7	21.2
4.8	7.8	9.3	10.8	11.3	18.3	19.8	21.3
4.9	8.0	9.5	11.0	11.4	18.5	20.0	21.5
5.0	8.1	9.6	11.1	11.5	18.7	20.2	21.7
5.1	8.3	9.8	11.3	11.6	18.8	20.3	21.8
5.2	8.5	10.0	11.5	11.7	19.0	20.5	22.0
5.3	8.6	10.1	11.6	11.8	19.2	20.7	22.2
5.4	8.8	10.3	11.8	11.9	19.3	20.8	22.3
5.5	9.0	10.5	12.0	12.0	19.5	21.0	22.5
5.6	9.1	10.6	12.1	12.1	19.6	21.1	22.6
5.7	9.3	10.8	12.3	12.2	19.8	21.3	22.8
5.8	9.4	10.9	12.4	12.3	20.0	21.5	23.0
5.9	9.6	11.1	12.6	12.4	20.1	21.6	23.1
6.0	9.8	11.3	12.8	12.5	20.3	21.8	23.3
6.1	9.9	11.4	12.9	12.6	20.4	21.9	23.4
6.2	10.1	11.6	13.1	12.7	20.6	22.1	23.6
6.3	10.2	11.7	13.2	12.8	20.8	22.3	23.8
6.4	10.4	11.9	13.4	12.9	20.9	22.4	23.9
6.5	10.6	12.1	13.6	13.0	21.1	22.6	24.1
6.6	10.7	12.2	13.7	13.1	21.3	22.8	24.3
6.7	10.9	12.4	13.9	13.2	21.4	22.9	24.4
6.8	11.1	12.6	14.1	13.3	21.6	23.1	24.6
6.9	11.2	12.7	14.2	13.4	21.7	23.2	24.7
7.0	11.4	12.9	14.4	13.5	21.9	23.4	24.9
7.1	11.5	13.0	14.5	13.6	22.1	23.6	25.1
7.2	11.7	13.2	14.7	13.7	22.2	23.7	25.2
7.3	11.9	13.4	14.9	13.8	22.4	23.9	25.4
7.4	12.0	13.5	15.0	13.9	22.5	24.0	25.5
7.5	12.2	13.7	15.2	14.0	22.7	24.2	25.7
7.6	12.4	13.9	15.4	14.1	22.9	24.4	25.9
7.7	12.5	14.0	15.5	14.2	23.0	24.5	26.0
7.8	12.7	14.2	15.7	14.3	23.2	24.7	26.2
7.9	12.8	14.3	15.8	14.4	23.4	24.9	26.4
8.0	13.0	14.5	16.0	14.5	23.5	25.0	26.5
8.1	13.2	14.7	16.2	14.6	23.7	25.2	26.7
8.2	13.3	14.8	16.3	14.7	23.8	25.3	26.8
8.3	13.5	15.0	16.5	14.8	24.0	25.5	27.0
8.4	13.6	15.1	16.6	14.9	24.2	25.7	27.2
8.5	13.8	15.3	16.8	15.0	24.3	25.8	27.3
8.6	14.0	15.5	17.0	15.1	24.5	26.0	27.5
8.7	14.1	15.6	17.1	15.2	24.7	26.2	27.7
8.8	14.3	15.8	17.3	15.3	24.8	26.3	27.8
8.9	14.5	16.0	17.5	15.4	25.0	26.5	28.0
9.0	14.6	16.1	17.6	15.5	25.1	26.6	28.1
9.1	14.8	16.3	17.8	15.6	25.3	26.8	28.3
9.2	14.9	16.4	17.9	15.7	25.5	27.0	28.5
9.3	15.1	16.6	18.1	15.8	25.6	27.1	28.6
9.4	15.3	16.8	18.3	15.9	25.8	27.3	28.8
9.5	15.4	16.9	18.4	16.0	25.9	27.4	28.9
9.6	15.6	17.1	18.6				

Exhibit 611.2d—Individually Metered Mail—Special Rates

Chapter 7.—Fourth-Class Mail

710 Rates and Fees

711 Rates

Kind of mail	Rate (without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; printed music; bound volumes of academic theses; sound recordings; periodicals; other library materials; museum and herbarium materials; 16-millimeter or narrower width films, filmstrips, transparencies, slides, microfilms, scientific or mathematical kits, instruments, or other devices; also, catalogs, guides or scripts for some of these materials. See 725.....	55¢	19¢	10¢

Exhibit 711.4.—Library Rates

These changes will be incorporated in a future revision to the DMM.

INTERNATIONAL AND DOMESTIC FIRST FLIGHT CACHETS

Official cachet and philatelic treatment for the first flight service described below is authorized in Section 244.63, POSTAL OPERATIONS MANUAL.

Covers to be sent on the flight must be prepared in accordance with the following instructions:

1. All covers must be addressed with postage affixed at 44 cents per half ounce for international flights and 22 cents for domestic flights.

2. A clear space, 2½ by 2½ inches on the lower portion of the envelope and to the left of the address, must be allowed for the cachet. An additional 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark, and each envelope should contain a filler of postal card thickness to assure good impressions of the cancellations.

3. The covers must be placed in outer envelopes and mailed to reach the office applying the cachet no later than three days before the scheduled date of the flight. "First Flight Covers" should be written in the lower left corner of the outer envelopes.

4. Aerogrammes and postal cards will not be accepted. There will be a limit of 50 covers per customer per flight. Covers already postmarked and those not prepared in accordance with instructions will not receive cachets or cancellations.

Specific instructions for the flights are as follows:

INTERNATIONAL

Lufthansa German Airlines

On March 30, 1986, Lufthansa Airlines will inaugurate service from Boston, Massachusetts, to Munich, Federal Republic of Germany, and from New York, New York to Nuremberg, Federal Republic of Germany.

The following cancellations may be obtained:

Boston to Munich
New York to Nuremberg

Cachets to be applied by	Send covers to
Boston Post Office	Postmaster Boston, MA 02205–9998
Boston Airport Mail Facility	Operations Manager Airport Mail Facility Logan International Airport Boston, MA 02109–9998
New York Post Office	Postmaster New York, NY 10199–9998
John F. Kennedy Airport Mail Facility.	Operations Manager Airport Mail Facility John F. Kennedy International Airport Jamaica, NY 11430–9998
United Nations Post Office	Superintendent United Nations Post Office Room 1B–26 New York, NY 10017–9992

Trans World Airlines

On April 27, 1986, Trans World Airlines will inaugurate service from New York, New York, to Stuttgart, Federal Republic of Germany.

The following cancellation may be obtained:

New York to Stuttgart

Cachets to be applied by	Send covers to
New York Post Office	Postmaster New York, NY 10199–9998
John F. Kennedy Airport Mail Facility.	Operations Manager Airport Mail Facility John F. Kennedy International Airport Jamaica, NY 11430–9998
United Nations Post Office	Superintendent United Nations Post Office Room 1B–26 New York, NY 10017–9992

Note: Covers sent through the United Nations Post Office must bear U.N. (not United States) postage.

DOMESTIC

American Airlines

On April 15, 1986, American Airlines will inaugurate round-trip service between Nashville, Tennessee, and Chattanooga, Tennessee, and between Dallas/Ft. Worth, Texas and Chattanooga, Tennessee.

The following cancellations may be obtained:

Nashville to Chattanooga
Chattanooga to Nashville
Dallas/Ft. Worth to Chattanooga
Chattanooga to Dallas/Ft. Worth

Cachets to be applied by	Send covers to
Nashville Post Office	Postmaster Nashville, TN 37202–9998
Nashville Airport Mail Facility	Operations Manager Airport Mail Facility Nashville Metropolitan Airport Nashville, TN 37217–9998
Chattanooga Post Office	Postmaster Chattanooga, TN 37422–9998
Dallas Post Office	Postmaster Attn: Customer Services General Post Office Dallas, TX 75260–9998
Fort Worth Post Office	Postmaster Fort Worth, TX 76101–9998
Dallas/Fort Worth Airport Mail Facility.	Operations Manager Airport Mail Facility Dallas/Fort Worth Regional Airport Dallas, TX 75261–9998

—Customer Services Dept., 3–13–86.

POST OFFICE CHANGES NUMBER 8

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD									New ZIP Code assigned to delivery area.
NEW	052886	93722	CA	Fresno	Fresno	Hughes (New Delivery Area).	Classified Station	7-01-86	
OLD									APO reclassified from a Military Post Office to a Mailing Address only. Applicable mailing restrictions are B, M and W.
NEW	056786	96210	CA	San Francisco	San Francisco	APO 96210	Classified Branch	2-03-86	
OLD	206732	42552	KY	Ruth	Pulaski		Post Office	2-20-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Ruth, KY 42501 as last line of address.
NEW	207220	42501	KY	Somerset	Pulaski	Ruth	Place Name	2-20-86	
OLD	207208	41853	KY	Soft Shell	Knott		Post Office	2-20-85	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Soft Shell, KY 41831 as last line of address.
NEW	204500	41831	KY	Leburn	Knott	Soft Shell	Place Name	2-20-85	
OLD	245678	02060	MA	North Scituate	Plymouth		Post Office	2-15-86	Post Office discontinued. Establish as a classified station. Retain ZIP Code. Use Scituate, MA 02060 as last line of address.
NEW	246783	02060	MA	Scituate	Plymouth	North Scituate	Classified Station	2-15-86	
OLD	266230	55766	MN	Melrude	Saint Louis		Post Office	4-30-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Melrude, MN 55766 as last line of address.
NEW	262070	55766	MN	Cotton	Saint Louis	Melrude	Place Name	4-30-86	
OLD	351080	13742	NY	Cadosia	Delaware		Post Office	3-28-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Cadosia, NY 13783 as last line of address.
NEW	353570	13783	NY	Hancock	Delaware	Cadosia	Place Name	3-28-86	
OLD	355215	13805	NY	Meredith	Delaware		Post Office	3-28-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Meredith, NY 13753 as last line of address.
NEW	352165	13753	NY	Delhi	Delaware	Meredith	Place Name	3-28-86	
OLD	358860	14890	NY	Wallace	Steuben		Post Office	4-04-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Wallace, NY 14809 as last line of address.
NEW	350410	14809	NY	Avoca	Steuben	Wallace	Place Name	4-04-86	
OLD	368024	28908	NC	Unaka	Cherokee		Post Office	2-15-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Unaka, NC 28908 as last line of address.
NEW	365384	28908	NC	Murphy	Cherokee	Unaka	Community Post Office.	2-15-86	
OLD	455740	29460	SC	Meggett	Charleston		Post Office	3-14-86	Post Office discontinued. Establish as a Place Name. Change ZIP Code only. Use Meggett, SC 29449 as last line of address.
NEW	454020	29449	SC	Hollywood	Charleston	Meggett	Place Name	3-14-86	

—Delivery Services Dept., 3–13–86.

CANADA-U.S. MONEY ORDER CONVERSION RATES

Effective immediately, the rate for money orders issued for payment in CANADA will be 1.00 U.S. Dollar equals 1.41 Canadian. However, postal employees must use a more current rate when a customer wishes to purchase money orders payable in Canada with a total value in excess of $3,200. The current Canadian exchange rate may be obtained by calling 202–268–2879. If you have any other questions regarding money orders, call 202–268–5181. When a money order is issued for payment in Canada the issuing employee must enter the Canadian dollar amount in the "USED FOR" block of the money order.

Use the table on the left to convert from U.S. dollars to Canadian, or the table on the right to convert from Canadian dollars to U.S.

U.S.-CANADA MONEY ORDER CONVERSION RATES

U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada
$0.01	$0.01	$0.51	$0.72	$1.00	$1.41	$51.00	$71.91
0.02	0.03	0.52	0.73	2.00	2.82	52.00	73.32
0.03	0.04	0.53	0.75	3.00	4.23	53.00	74.73
0.04	0.06	0.54	0.76	4.00	5.64	54.00	76.14
0.05	0.07	0.55	0.78	5.00	7.05	55.00	77.55
0.06	0.08	0.56	0.79	6.00	8.46	56.00	78.96
0.07	0.10	0.57	0.80	7.00	9.87	57.00	80.37
0.08	0.11	0.58	0.82	8.00	11.28	58.00	81.78
0.09	0.13	0.59	0.83	9.00	12.69	59.00	83.19
0.10	0.14	0.60	0.85	10.00	14.10	60.00	84.60
0.11	0.16	0.61	0.86	11.00	15.51	61.00	86.01
0.12	0.17	0.62	0.87	12.00	16.92	62.00	87.42
0.13	0.18	0.63	0.89	13.00	18.33	63.00	88.83
0.14	0.20	0.64	0.90	14.00	19.74	64.00	90.24
0.15	0.21	0.65	0.92	15.00	21.15	65.00	91.65
0.16	0.23	0.66	0.93	16.00	22.56	66.00	93.06
0.17	0.24	0.67	0.94	17.00	23.97	67.00	94.47
0.18	0.25	0.68	0.96	18.00	25.38	68.00	95.88
0.19	0.27	0.69	0.97	19.00	26.79	69.00	97.29
0.20	0.28	0.70	0.99	20.00	28.20	70.00	98.70
0.21	0.30	0.71	1.00	21.00	29.61	71.00	100.11
0.22	0.31	0.72	1.02	22.00	31.02	72.00	101.52
0.23	0.32	0.73	1.03	23.00	32.43	73.00	102.93
0.24	0.34	0.74	1.04	24.00	33.84	74.00	104.34
0.25	0.35	0.75	1.06	25.00	35.25	75.00	105.75
0.26	0.37	0.76	1.07	26.00	36.66	76.00	107.16
0.27	0.38	0.77	1.09	27.00	38.07	77.00	108.57
0.28	0.39	0.78	1.10	28.00	39.48	78.00	109.98
0.29	0.41	0.79	1.11	29.00	40.89	79.00	111.39
0.30	0.42	0.80	1.13	30.00	42.30	80.00	112.80
0.31	0.44	0.81	1.14	31.00	43.71	81.00	114.21
0.32	0.45	0.82	1.16	32.00	45.12	82.00	115.62
0.33	0.47	0.83	1.17	33.00	46.53	83.00	117.03
0.34	0.48	0.84	1.18	34.00	47.94	84.00	118.44
0.35	0.49	0.85	1.20	35.00	49.35	85.00	119.85
0.36	0.51	0.86	1.21	36.00	50.76	86.00	121.26
0.37	0.52	0.87	1.23	37.00	52.17	87.00	122.67
0.38	0.54	0.88	1.24	38.00	53.58	88.00	124.08
0.39	0.55	0.89	1.25	39.00	54.99	89.00	125.49
0.40	0.56	0.90	1.27	40.00	56.40	90.00	126.90
0.41	0.58	0.91	1.28	41.00	57.81	91.00	128.31
0.42	0.59	0.92	1.30	42.00	59.22	92.00	129.72
0.43	0.61	0.93	1.31	43.00	60.63	93.00	131.13
0.44	0.62	0.94	1.33	44.00	62.04	94.00	132.54
0.45	0.63	0.95	1.34	45.00	63.45	95.00	133.95
0.46	0.65	0.96	1.35	46.00	64.86	96.00	135.36
0.47	0.66	0.97	1.37	47.00	66.27	97.00	136.77
0.48	0.68	0.98	1.38	48.00	67.68	98.00	138.18
0.49	0.69	0.99	1.40	49.00	69.09	99.00	139.59
0.50	0.71			50.00	70.50	100.00	141.00
						200.00	282.00
						300.00	423.00
						400.00	564.00
						500.00	705.00
						600.00	846.00
						700.00	987.00

CANADA-U.S. MONEY ORDER CONVERSION RATES

Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.
$0.01	$0.01	$0.51	$0.36	$1.00	$0.71	$51.00	$36.17
0.02	0.01	0.52	0.37	2.00	1.42	52.00	36.88
0.03	0.02	0.53	0.38	3.00	2.13	53.00	37.59
0.04	0.03	0.54	0.38	4.00	2.84	54.00	38.30
0.05	0.04	0.55	0.39	5.00	3.55	55.00	39.01
0.06	0.04	0.56	0.40	6.00	4.26	56.00	39.72
0.07	0.05	0.57	0.40	7.00	4.96	57.00	40.43
0.08	0.06	0.58	0.41	8.00	5.67	58.00	41.13
0.09	0.06	0.59	0.42	9.00	6.38	59.00	41.84
0.10	0.07	0.60	0.43	10.00	7.09	60.00	42.55
0.11	0.08	0.61	0.43	11.00	7.80	61.00	43.26
0.12	0.09	0.62	0.44	12.00	8.51	62.00	43.97
0.13	0.09	0.63	0.45	13.00	9.22	63.00	44.68
0.14	0.10	0.64	0.45	14.00	9.93	64.00	45.39
0.15	0.11	0.65	0.46	15.00	10.64	65.00	46.10
0.16	0.11	0.66	0.47	16.00	11.35	66.00	46.81
0.17	0.12	0.67	0.48	17.00	12.06	67.00	47.52
0.18	0.13	0.68	0.48	18.00	12.77	68.00	48.23
0.19	0.13	0.69	0.49	19.00	13.48	69.00	48.94
0.20	0.14	0.70	0.50	20.00	14.18	70.00	49.65
0.21	0.15	0.71	0.50	21.00	14.89	71.00	50.35
0.22	0.16	0.72	0.51	22.00	15.60	72.00	51.06
0.23	0.16	0.73	0.52	23.00	16.31	73.00	51.77
0.24	0.17	0.74	0.52	24.00	17.02	74.00	52.48
0.25	0.18	0.75	0.53	25.00	17.73	75.00	53.19
0.26	0.18	0.76	0.54	26.00	18.44	76.00	53.90
0.27	0.19	0.77	0.55	27.00	19.15	77.00	54.61
0.28	0.20	0.78	0.55	28.00	19.86	78.00	55.32
0.29	0.21	0.79	0.56	29.00	20.57	79.00	56.03
0.30	0.21	0.80	0.57	30.00	21.28	80.00	56.74
0.31	0.22	0.81	0.57	31.00	21.99	81.00	57.45
0.32	0.23	0.82	0.58	32.00	22.70	82.00	58.16
0.33	0.23	0.83	0.59	33.00	23.40	83.00	58.87
0.34	0.24	0.84	0.60	34.00	24.11	84.00	59.57
0.35	0.25	0.85	0.60	35.00	24.82	85.00	60.28
0.36	0.26	0.86	0.61	36.00	25.53	86.00	60.99
0.37	0.26	0.87	0.62	37.00	26.24	87.00	61.70
0.38	0.27	0.88	0.62	38.00	26.95	88.00	62.41
0.39	0.28	0.89	0.63	39.00	27.66	89.00	63.12
0.40	0.28	0.90	0.64	40.00	28.37	90.00	63.83
0.41	0.29	0.91	0.65	41.00	29.08	91.00	64.54
0.42	0.30	0.92	0.65	42.00	29.79	92.00	65.25
0.43	0.30	0.93	0.66	43.00	30.50	93.00	65.96
0.44	0.31	0.94	0.67	44.00	31.21	94.00	66.67
0.45	0.32	0.95	0.67	45.00	31.91	95.00	67.38
0.46	0.33	0.96	0.68	46.00	32.62	96.00	68.09
0.47	0.33	0.97	0.69	47.00	33.33	97.00	68.79
0.48	0.34	0.98	0.70	48.00	34.04	98.00	69.50
0.49	0.35	0.99	0.70	49.00	34.75	99.00	70.21
0.50	0.35			50.00	35.46	100.00	70.92
						200.00	141.84
						300.00	212.77
						400.00	283.69
						500.00	354.61
						600.00	425.53
						700.00	496.45

—Office of the Treasurer, 3–13–86.

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NO. 151

Keep all foreign order notices for use as reference.
A tentative *Lottery Order* has been issued against the following:

CANADA

Kenaston International
P.O. Box 67300
5960 Fraser St.
and
D.W. Duffy
P.O. Box 67300
5960 Fraser St.
Vancouver, B.C.

Granger of Canada
P.O. Box 4400
Postal Station A
3449 Saanich Road
and
William Haight
P.O. Box 4400
Postal Station A
3449 Saanich Rd.
Victoria, B.C.

Rangex International
P.O. Box 910
5010—48th Ave.
and
Elizabeth Nabors
P.O. Box 910
5010—48th Ave.
Delta, B.C.

Canilex Services
P.O. Box 4500
3449 Saanich Rd.
and
Beverly Lelond
P.O. Box 4500
3449 Saanich Road
Victoria, B.C.

CANADA—Continued

Windfall of Canada
P.O. Box 58409
1360 S.W. Marine Dr.
and
Martin Redmond
P.O. Box 58409
1360 S.W. Marine Dr.
Vancouver, B.C.

FINAL ORDER

The tentative *Lottery Order* issued against the following has become final:

CANADA

Granger of Canada
P.O. Box 1029, Postal Station A
508 W. Hastings Street
and
Bob Kullman
P.O. Box 1029, Postal Station A
508 W. Hastings Street
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 3–13–86.*

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
KS, Kansas City 66110–2277	Customer Service Department, P.O. Box 2277.	The sale of weight loss products.
FL, Lauderdale Lakes 33311–1921.	Paul Goldberg, 2861 Somerset Drive	A false billing scheme.
FL, Port Charlotte 33952–8004.	The Yellow Pages, Inc., 3314 Harbor Boulevard.	A false billing scheme.
IL, Buffalo Grove 60090–3904.	Any and All of Various Names, 1271 W. Dundee Road #32A.	Making application for official state documents.

—*Judicial Officer, 3–13–86.*

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Public Hospitals Commemorative Stamp

A 22-Cent commemorative stamp honoring public hospitals will be issued on April 11 in New York City in conjunction with the 250th anniversary celebration of Bellevue Hospital Center.

Bellevue Hospital Center is the oldest remaining public hospital in the U.S. The history of public hospitals can be traced back to the public almshouses of 16th century England and the volunteer hospitals that flourished there in the 1700's.

The British colonies in America adopted this dual system of hospitals. Public spirited citizens opened voluntary hospitals in Philadelphia, New York and Boston.

Uldis Purins of Newton, Massachusetts, designed the Public Hospitals stamp which features an abstract design of a modern hospital and a blue and white service sign with the letter "H" symbolizing hospital. At the top of the stamp design, printed in white, are the words "Public Hospitals" followed by "USA" and the denomination "22" in large type.

Procedures for ordering first day cancellations are as follows:

Customers are urged to purchase stamps and affix them to their own envelopes. All envelopes must be addressed on the right side at least ⅝ of an inch up from the bottom. Mail covers by May 11 to: Customer-Affixed Envelopes, Public Hospitals Stamp, Postmaster, New York, NY 10001-9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by May 11 to Public Hospitals Stamp, Postmaster, New York, NY 10001-9992. The cost is 22 cents for each stamp requested. Personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash.

After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog,* listing all available stamps and other philatelic items is available here or from the Philatelic Sales Division, Washington, DC 20265-9997

USPS Stamp Poster 86-8
Remove after May 11

PLEASE POST ON BULLETIN BOARD

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Settling of Connecticut Postal Card

The settlement of Connecticut in the 1630s marked the beginning of the westward movement of the English colonists in the New World. Dutch navigator Adriaen Block was probably the first European to observe the potential of the area when he sailed along the coast and up the Veresche (Connecticut) River.

The Dutch already were established in Connecticut in 1633 when the first colonists from Massachusetts arrived. Historians agree, however, that the settlement of Thomas Hooker and his congregation in Hartford in 1636 was one of the most significant in shaping the future of Connecticut.

In 1638, Roger Ludlow, inspired by a sermon delivered by Thomas Hooker, drew up the *Fundamental Orders,* which united the towns of Wethersfield, Windsor, and Hartford, as "one publike State or Commonwealth."

Procedures for ordering first day cancellations are as follows:

Customers are urged to purchase postal cards at their local post offices and mail their orders no later than May 18 to Customer-Provided Stationery, Settling of Connecticut Postal Card, Postmaster, Hartford, CT 06101–9991. Postal cards should be addressed at least ⅝ of an inch from the bottom, and peelable return address labels are recommended for this purpose. No remittance is required.

The Postal Service will provide cards when requested to do so. Mail orders by May 18 to Postal Service-Provided Stationery, Settling of Connecticut Postal Card, Postmaster, Hartford, CT 06101–9992. The price is 14 cents per postal card and personal checks in the exact amount will be accepted for orders up to the limit of 50. Do not send cash. Postage stamps are unacceptable as payment.

After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog,* listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–9
Remove after May 18

PLEASE POST ON BULLETIN BOARD

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21556** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

016026	114085	276213	336225	498011	711210	770667	901247	926801
016230	115831	276230	336323	503160	713029	770718	901266	926812
016260	115847	276231	336452	505100	722053	770799	901272	927275
018066	115851	277035	336628	520025	723003	770831	901284	927308
018107	117134	279014	336638	520029	750102	770956	901296	927311
018129	117164	280033	336808	522008	752236	778004	901297	927320
019044	117223	282194	337037	528006	752483	782221	901301	931889
021159	117225	283001	337062	528010	752496	782259	901302	937070
021259	117298	294061	339003	532215	752530	782261	901321	937104
023016	122046	294131	372228	548002	752552	782272	901324	940191
023018	122050	303161	372250	548003	760029	787301	901329	940285
024014	122104	303278	374087	551125	760228	791063	901412	941246
033018	122109	303374	381008	551170	760259	791064	902082	941273
038074	122111	303408	381050	554508	760269	791068	902379	941312
054032	122115	303483	381147	554513	760281	791072	902436	945233
064049	139010	303508	381158	554533	761049	791075	902457	945237
069212	142041	303511	381244	591900	761286	791079	912036	945250
069220	142145	303531	381267	598042	770032	794010	912231	945254
069223	146005	303537	381306	600058	770043	794065	913299	945255
069250	170081	303539	381359	600274	770068	794077	913344	945257
071472	185017	303565	381361	600608	770072	800053	913374	945261
075094	188001	303578	382004	600688	770120	802468	913392	945266
075097	191321	303624	402076	600689	770146	841221	917502	946096
078103	191402	303634	403009	600982	770149	850095	917525	948028
079024	191403	314118	403011	601514	770163	850360	917551	949034
079070	191413	314534	404100	601558	770190	850405	917571	950143
079378	191447	314542	405050	601771	770191	856006	917585	951169
080115	191492	319005	414001	602004	770199	882071	921182	951187
080116	193109	327056	431004	602006	770219	895107	921222	952040
080127	200163	327078	432129	605162	770268	900075	921298	954203
080137	200192	328108	432152	605164	770270	900627	921300	954207
085004	200432	328122	432155	607116	770298	901018	921301	981293
100561	206023	331063	432174	607603	770351	901056	921304	981327
101015	206029	331496	439201	607627	770359	901079	921318	981349
101079	208055	331508	441159	620005	770368	901080	921322	981398
101333	208065	331604	441429	622068	770400	901099	921331	981500
101334	208066	331618	452038	624006	770402	901125	921333	981511
101397	208072	331619	454082	631182	770407	901128	921334	981525
101508	209002	331647	462049	631247	770419	901130	921343	981535
101660	209006	331703	462195	631291	770429	901131	921346	981559
101727	209017	333274	462203	631300	770459	901133	921347	984064
104021	220085	333356	462207	631311	770466	901161	921358	985020
104034	221028	333716	462209	631329	770513	901173	922027	992142
105068	221046	333726	468063	658101	770535	901186	922035	995194
107100	221065	333730	478007	672105	770574	901187	924098	995203
108005	272014	333743	480094	678003	770589	901201	926603	997087
109017	274107	334002	480231	681124	770612	901202	926667	997088
110049	274111	334172	480307	701041	770621	901210	926751	997089
112088	275025	335058	480315	701448	770636	901211	926752	997090
112091	275026	335208	485003	701463	770640	901225	926773	
112129	275052	336037	489028	705116	770641	901226	926775	
113084	276038	336068	490041	705166	770644	901233	926786	
114065	276209	336152	490045	708065	770658	901235	926800	

—Customer Services Dept., 3–13–86.

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UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition,* to the Eastern Area Supply Center, Somerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21558

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

PB 21558—March 20, 1986—20 Pages

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APR 1 1986

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DEPOSITORY

Message From the Postmaster General

Charitable Contributions of Postal Employees

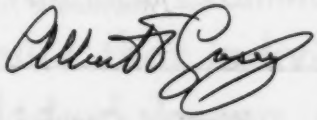
Postal employees contributed over $19 million to many health and social service agencies through the efforts of the 1986 Combined Federal Campaign. This accomplishment is another highlight of our continued commitment to meet the needs of those less fortunate.

While this campaign affords us an annual opportunity to contribute funds to voluntary agencies, some agencies are having to deplete these funds much faster than others to accommodate the needs of society. Such is the case with the American Red Cross.

An unrelenting wave of recent major disasters has depleted the American Red Cross disaster fund. Since September 1985, the Red Cross has sheltered 897,140 men, women and children in over 2,000 shelters and has provided mass care feeding to over 4 million people, as well as provided financial assistance to 31,365 families.

In an effort to restore the emergency disaster funds and erase an expected $26 million deficit, the Red Cross is now engaged in a nationwide campaign to raise $40 million. Although a government-wide on-the-job emergency fund raising effort is not authorized, I encourage each of you to contribute to your local Red Cross chapter. Contributions can also be sent to the American Red Cross Federal Sector Emergency Disaster Relief, Post Office Box 37243, Washington, D.C. 20013-7243.

I am confident that our combined financial support to the Red Cross will enable it to continue to provide vital services to those in need.



ALBERT V. CASEY,
Postmaster General.

Publication 16, *Mailchutes, Receiving Boxes, and Auxiliary Collection Boxes; Regulations and Specifications*

A revised Publication 16, issued in September 1985, contained an incorrect last sentence on page 5, d. That sentence should read "Inlet doors must be inscribed with the words LETTERS AND LETTER MAIL TIED IN BUNDLES, and the bottom of the opening shall not be more than 61 inches above the floor."

In addition, American Device, P.O. Box 8, Steelville, Illinois 62288-0008 was omitted from the list of approved manufacturers of receiving boxes on page 10.

This correction and addition will be made in the next printing of this publication.

—Delivery Services Dept., 3-20-86.

Customer Service Meetings

Customer Service Representatives and other personnel at Management Sectional Centers (MSCs), Bulk Mail Centers (BMCs), and Associate Office Postmasters who routinely work with customers and need to attend group customer meetings, seminars or luncheons where there are charges, will be reimbursed for these expenses. Attendance at these functions and the reimbursement of expenses (such as entrance fees, food costs, etc.) must be approved in advance by the next higher level manager. AIC 589, *Customer Service Meetings,* should be used to record these expenses in the accountbook.

—Customer Services Dept., 3-20-86.

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P 1. 3:

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 143

Keep all foreign order notices for use as reference.

A tentative Lottery Order has been issued against the following:

CANADA

Lloydmar Enterprises, Ltd.
Box 69522
2411 E. Pender St.
Vancouver, B.C.

Sanjak Subscriptions
Box 23186
Vancouver, A.M.F.

Galaxy Enterprises
P.O. Box 576
New Westminister, B.C.

FINAL ORDERS

The tentative *Lottery Order* issued against the following has become final:

CANADA

Fairway
P.O. Box 2879
Winnipeg, Manitoba

Lexican Of Canada
P.O. Box 94500
6871 Number 3 Rd.
and
Arthur Gore
P.O. Box 94500
6871 Number 3 Rd.
Richmond, B.C.

Rocky Mountain Marketing
Box 94210
Richmond MPO, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10099-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 3–20–86.*

SF 1094, *United States Tax Exemption Certificate*

Effective immediately, SF 1094, *United States Tax Exemption Certificate,* can be requisitioned by Postal Data Centers, Regional Procurement Divisions, Procurement Services Offices, and Field Real Estate and Buildings Offices by memorandum only from the Eastern Area Supply Center.

This form may be issued for purchases involving state sales tax of $10 or greater. Since the SF 1094 is an accountable form, the issuing office is required to maintain the issued certificates log that appears inside the certificate book. In addition, the issuing office must retain the empty certificate books for 3 years from the date of the last certificate issued in each book. The supply center no longer requires the return of the empty books. Therefore, the empty books should be disposed of locally at the end of the retention period.

United States tax exemption certificates shall not be used for:

a. Purchases subject only to federal taxes.

b. Purchases on which the taxes are $10 or less.

c. Purchases for the operation or maintenance of personally owned motor vehicles for which mileage has been authorized.

d. Purchases for subsistence, if per diem has been authorized.

e. Purchases by employees in official travel status, which were for official use but which were not paid for at time of purchase.

The SF 1094 should be used as a last resort. Other means to claim tax exemption should be used prior to the use of SF 1094. Such other means are a copy of the purchase order, shipping documents, credit card imprinted sales slips, paid or acknowledged invoices, or similar documents that identify the Postal Service as a government agency.

The problems presented in connection with the administration of the tax aspects of a contract or transaction are widely varied. The right to immunity, exemption, refund, or credit depends upon the nature of the tax, the particular tax law, the party sought to be taxed, the items being procured, and the provisions of the contract. These problems are essentially legal; therefore, when questions arise, contracting officers shall request the assistance of counsel.

—*Procurement & Supply Dept., 3–20–86.*

Wanted Circular Canceled

Destroy the following Wanted Circular:
JAMES ALLEN LONG; issued 4–30–80.

—*Inspection Service, 3–20–86.*

MAILABILITY AND INSURANCE FOR BEES

Packaged honey bees may be accepted for shipment only for delivery within the United States by surface transportation. When honey bees are shipped at the third- or fourth-class rates, special handling or special delivery service must also be used. Queen honey bees can be sent as above, but they also may be shipped by air at the First-Class or Priority rate when it is advantageous to do so. When postage is paid at the First-Class or Priority rate for queen bees, special handling or special delivery is not required. The normal mailing season for packaged honey bees is April 1 to July 1, and for queen bees from April 1 to December 1.

Packaged honey bees and queen bees can also be shipped to Canada under certain specified conditions. See INTERNATIONAL MAIL MANUAL (IMM) 135.1 for the admissibility of live animals into the international mails; and the *Country Conditions For Mailing* for Canada (IMM), for the particular conditions of mailing that govern shipments of bees to that country. Shipments of bees to Canada may ***not*** be insured.

At a minimum, shipping containers for all mailable animals, including bees, must be made of 275-pound test, double wall, corrugated, weather resistant fiberboard or the equivalent and must be adequately ventilated. They must be constructed to prevent escape of the bees and to preclude the container and its contents from being crushed in normal handling. They must be marked with a return address and a description of the contents. Do not accept packages marked "If Undeliverable—Abandon".

Avoid rough handling and extremes in temperatures. Bees cannot survive temperatures below 45 °F or above 95 °F. Delays at a post office which result in bee shipments remaining within closed equipment can raise internal temperatures well above the upper tolerable limit.

A cluster of bees will, under normal conditions, generate an internal heat of 98 °F. Therefore, adequately designed and ventilated containers are of prime importance. Ventilated equipment should be provided, where feasible. The use of insecticides must be eliminated in spaces normally occupied by bee shipments. Bees *must* not be placed in mail sacks, places in stacks or parcels, or loaded too close to other mail, which could cause suffocation.

The local postmaster is responsible for determining the likelihood of bees arriving at the destination in viable condition, considering such factors as distance, transit time, temperature, packaging, and the availability of suitable equipment. The mailing radius of honey bees must be restricted so that delivery can be made within five days of time of mailing. A seven-day period is permitted for queen bees, although the extended transit time may be harmful. Ordinarily, bees can be safely transported through the fourth parcel post zone, or about 650 miles. However, some areas will have transportation beyond the fourth zone that can provide reasonably dependable and safe delivery. For shipments of honey bees beyond the fourth zone, advance transportation arrangements must be made.

Whenever bees are accepted under the above conditions, they may be insured. The Postal Service will accept liability for bees if the following conditions apply:

—Special handling or special delivery was purchased, if required; and
—Complete loss of the package while in the mail; or
—Death or loss of contents due to physical damage to the package; or
—Death caused by delay for which the Postal Service is responsible. (In the absence of definite evidence showing responsibility for death of bees, the Postal Service will be presumed to be at fault if 10 percent or more are dead on delivery; otherwise, the Postal Service will not be presumed to be at fault.)

—Rates & Classification Dept., 3–20–86.

Make annual examinations of all locks and keys to assure that individual clerks' keys will not open locked drawers, safe compartments, or stamp cabinets of other employees.

Directives Update

The following new and revised directives have been issued and are available now from the Supply Centers. See Pub. 23, *Directives Catalog,* for ordering instructions. A list of directives that have been made obsolete are noted also.

New Directives

Document and date	Title
PUB 265A, 10/85	Centralized Mail Delivery—Residential Applications
PUB 265B, 10/85	Centralized Mail Delivery—Commercial Applications

Revised Directives

Document and date	Title	Oldest usable date
L 166, 01/86	We Drive As Though We Care—Because We Do.	01/86
PUB 198, 11/85	The Postal Inspection Service.	11/85

Obsolete Directives

Document and date	Title	Obsolete date
PUB 104, 05/81	Postal Source Data System Supervisor's Handbook.	02/86
SGN 141-B, 08/72	After Hours Use The Self Service Postal Station Located At.	03/86

Note: It is important to order items with the type of identification used by the supply center computers. For your information, HBK represents Handbook; L, Label; N, Notice; PUB, Publication and SGN, Sign.

—Office of Data Management, 3–20–86.

DMM Revision

APO/FPO Restrictions

Effective immediately, DOMESTIC MAIL MANUAL, (DMM) Exhibit 125.2 is revised to reflect changes in the restrictions applied to mail that is addressed to military post offices (MPOs) overseas. These changes are shown on pages 5 through 12 and will be incorporated into a future revision to the DMM.—*Mail Processing Dept., 3–20–86.*

Undeliverable As Addressed Mail

All carriers and other employees involved in forwarding and returning mail should be instructed to discontinue the practice of drawing a line through the old address on Undeliverable As Addressed (UAA) Mail that is to be forwarded or returned to sender. Where possible, forwarding labels should be placed below or to the right of the address. Other markings, endorsements, and rubber stamps should also be placed to the right of the address block whenever possible.

Large volume mailers using *Forwarding and Return Postage Guaranteed* and *Address Correction Requested* endorsements depend upon the readability of the original address to process the Undeliverable As Addressed Mail on their mechanical and/or automated equipment to update their mailing lists. It is in the best interest of the Postal Service and the mailer, to have current address information, thereby promoting accurate addresses and limiting UAA mail.

Mark up mail should not be put into the Postal Service automated stream after leaving the Central Forwarding Unit. It should be placed in the non-automated stream.

—Delivery Services Dept., 3–20–86.

Expedite Service—Save Money—Process Mailbags Frequently

International Special Delivery

Exchange office and delivery unit personnel must ensure that International Special Delivery items receive appropriate handling and delivery. These items are usually identified by the endorsement "EXPRES" which is the international equivalent of "Special Delivery." Exchange offices, destination mail processing facilities and delivery units must ensure these items are processed and delivered in accordance with INTERNATIONAL MAIL MANUAL, Part 755, DOMESTIC MAIL MANUAL, Part 915 and the POSTAL OPERATIONS MANUAL, Part 620.—*Mail Processing Dept., 3–20–86.*

Encourage mailers to attach a slip to articles enclosed in parcels showing name and address of sender and addressee

Conditions Applied to Mail Addressed to Military Post Offices Overseas

APO/ FPO	See footnotes	APO/ FPO	See footnotes	APO/ FPO	See footnotes	APO/ FPO	See footnotes
09001	B-C-F-U	09068	B-C-D-U	09136	NOT ACTIVE	09204	NOT ACTIVE
09002	B-C-F-U	09069	B-C-D-U	09137	B-C-D-U	09205	NOT ACTIVE
09003	NOT ACTIVE	09070	B-C-D-U	09138	B-C-D-U	09206	NOT ACTIVE
09004	NOT ACTIVE	09071	NOT ACTIVE	09139	B-C-D	09207	NOT ACTIVE
09005	NOT ACTIVE	09072	B-C-D	09140	B-C-D-U	09208	NOT ACTIVE
09006	NOT ACTIVE	09073	NOT ACTIVE	09141	B-C-D-U	09209	NOT ACTIVE
09007	B-C-D-U	09074	B-C-D-U	09142	B-C-D-U	09210	B1-C
09008	B-C-D	09075	B1-C	09143	B-C-D-U	09211	B-C-D-U
09009	B-C-D	09076	B-C-D-U	09144	B-C-D-U	09212	B-C-D-U
09010	NOT ACTIVE	09077	B-C-D	09145	B-C-F1	09213	B-C-D-U
09011	B-C-F1	09078	B-C-D-U	09146	B-C-D-U	09214	NOT ACTIVE
09012	B-C-D	09079	B-C-D-U	09147	NOT ACTIVE	09215	B-C-D-U
09013	NOT ACTIVE	09080	B-C-D-U	09148	NOT ACTIVE	09216	B-C-D-U
09014	NOT ACTIVE	09081	B-C-D-U	09149	NOT ACTIVE	09217	NOT ACTIVE
09015	NOT ACTIVE	09082	B-C-D-U	09150	B1-C	09218	NOT ACTIVE
09016	NOT ACTIVE	09083	B1-C	09151	B1-C	09219	NOT ACTIVE
09017	B-E2-F-H1-R-U1	09084	NONE	09152	B-E2-F-H1-R-U1	09220	B-C-D
09018	NOT ACTIVE	09085	NONE	09153	B1	09221	B-C-U-F
09019	B-C-F-U	09086	B-C-D-U	09154	B-C-D-U	09222	NOT ACTIVE
09020	NOT ACTIVE	09087	NOT ACTIVE	09155	A-B-T	09223	A-B1
09021	B-C-D	09088	B1	09156	NOT ACTIVE	09224	A-B1-F
09022	NOT ACTIVE	09089	NOT ACTIVE	09157	NOT ACTIVE	09225	NOT ACTIVE
09023	B-C-D	09090	B-C-D-U	09158	NOT ACTIVE	09226	NOT ACTIVE
09024	NOT ACTIVE	09091	B-C-D-U	09159	B-C-F1	09227	B-C-D-U
09025	B-C-D-U	09092	B-C-D-U	09160	B-C-D-U	09228	A-B
09026	B-C-D-U	09093	B-C-D-U	09161	B-C-F-U	09229	NOT ACTIVE
09027	NOT ACTIVE	09094	NOT ACTIVE	09162	B-C-D-U	09230	NOT ACTIVE
09028	B-C-D-U	09095	B-C-D-U	09163	NOT ACTIVE	09231	NOT ACTIVE
09029	B-C-D-U	09096	NOT ACTIVE	09164	B-C-D-U	09232	B-C-F-U
09030	N	09097	NOT ACTIVE	09165	B-C-D-U	09233	NOT ACTIVE
09031	B-C-D-U	09098	B-C-D-U	09166	B-C-D-U	09234	NOT ACTIVE
09032	NOT ACTIVE	09099	B-C-D-U	09167	NOT ACTIVE	09235	NOT ACTIVE
09033	B-C-D-U	09101	NOT ACTIVE	09168	B-C-F-U	09236	NOT ACTIVE
09034	B-C-D-U	09102	B-C-D-U	09169	B-C-D-U	09237	NOT ACTIVE
09035	B-C-D-U	09103	B-C-D-U	09170	C-D-N	09238	B1-C
09036	B-C-D-U	09104	B-C-D-U	09171	B-C-D-U	09239	NOT ACTIVE
09037	NOT ACTIVE	09105	B-C-D-U	09172	B-C-D-U	09240	B-C-F-U
09038	B-E2-F-H1-R-U1	09106	NOT ACTIVE	09173	B-C-D-U	09241	B1-C
09039	B-C-D-U	09107	B-C-D-U	09174	NOT ACTIVE	09242	NOT ACTIVE
09040	A-B1-F	09108	B-C-D-U	09175	B-C-D-U	09243	B1-C
09041	NOT ACTIVE	09109	B-C-D	09176	B-C-D-U	09244	NOT ACTIVE
09042	NOT ACTIVE	09110	NOT ACTIVE	09177	B-C-D-U	09245	B-C-D-U
09043	NOT ACTIVE	09111	B-C-D-U	09178	B-C-D-U	09246	NOT ACTIVE
09044	NOT ACTIVE	09112	B-C-D-U	09179	B1-C	09247	NOT ACTIVE
09045	B-C-D-U	09113	NOT ACTIVE	09180	B-C-D-U	09248	NOT ACTIVE
09046	B-C-D-U	09114	B-C-D-U	09181	NOT ACTIVE	09249	NOT ACTIVE
09047	B-C-D-U	09115	NOT ACTIVE	09182	B-C-D-U	09250	NOT ACTIVE
09048	B1-C	09116	NOT ACTIVE	09183	NOT ACTIVE	09251	NOT ACTIVE
09049	B1-C	09117	A-B1-F	09184	B-C-D-U	09252	B-C-D-U
09050	B-C-D-U	09118	A-B1-F-P	09185	B-C-D-U	09253	A-B1
09051	A-B1-F	09119	NOT ACTIVE	09186	B-C-D-U	09254	A-B1-F
09052	B-C-D-U	09120	B1-C	09187	NOT ACTIVE	09255	NOT ACTIVE
09053	B-C-D-U	09121	NONE	09188	B1	09256	NOT ACTIVE
09054	B-C-D-U	09122	NOT ACTIVE	09189	B-C-D-U	09257	NOT ACTIVE
09055	B1	09123	B-C-D	09190	NOT ACTIVE	09258	NOT ACTIVE
09056	B-C-D-U	09124	NOT ACTIVE	09191	NOT ACTIVE	09259	NOT ACTIVE
09057	B-C-D	09125	B1-C	09192	NOT ACTIVE	09260	NOT ACTIVE
09058	B-C-D-U	09126	NOT ACTIVE	09193	B1-C	09261	NOT ACTIVE
09059	B-C-D-U	09127	B1-C	09194	B1-C	09262	NOT ACTIVE
09060	B-C-D	09128	B-C-D-U	09195	NOT ACTIVE	09263	NOT ACTIVE
09061	B-C-D-U	09129	B1-C	09196	NOT ACTIVE	09264	NOT ACTIVE
09062	NOT ACTIVE	09130	B-C-D	09197	NOT ACTIVE	09265	NOT ACTIVE
09063	B-C-D-L-U	09131	B-C-D-U	09198	B1-C	09266	NOT ACTIVE
09064	NOT ACTIVE	09132	B-C-D	09199	NOT ACTIVE	09267	NOT ACTIVE
09065	NOT ACTIVE	09133	A-B1-F	09201	NOT ACTIVE	09268	NOT ACTIVE
09066	B-C-D-U	09134	NOT ACTIVE	09202	NOT ACTIVE	09269	NOT ACTIVE
09067	B-C-D-U	09135	NOT ACTIVE	09203	NOT ACTIVE	09270	NOT ACTIVE

Exhibit 125.2 (p. 1) Conditions Applicable to Mail Addressed to Military Post Offices Overseas

Conditions Applied to Mail Addressed to Military Post Offices Overseas—Continued

APO/FPO	See footnotes	APO/FPO	See footnotes	APO/FPO	See footnotes	APO/FPO	See footnotes
09271	NOT ACTIVE	09337	NOT ACTIVE	09403	B–C–D–U	09468	NOT ACTIVE
09272	NOT ACTIVE	09338	A–B1–F	09404	NOT ACTIVE	09469	NOT ACTIVE
09273	NOT ACTIVE	09339	NOT ACTIVE	09405	B1–C	09470	NOT ACTIVE
09274	NOT ACTIVE	09340	NOT ACTIVE	09406	NONE	09471	NOT ACTIVE
09275	NOT ACTIVE	09341	NOT ACTIVE	09407	B–C–D–U	09472	NOT ACTIVE
09276	NOT ACTIVE	09342	NOT ACTIVE	09408	NOT ACTIVE	09473	NOT ACTIVE
09277	NOT ACTIVE	09343	NOT ACTIVE	09409	NOT ACTIVE	09474	NOT ACTIVE
09278	NOT ACTIVE	09344	NOT ACTIVE	09410	NOT ACTIVE	09475	NOT ACTIVE
09279	B–C–D–U	09345	NOT ACTIVE	09411	B–C–D–U	09476	NOT ACTIVE
09280	NOT ACTIVE	09346	NOT ACTIVE	09412	NOT ACTIVE	09477	NOT ACTIVE
09281	B–C–D–U	09347	NOT ACTIVE	09413	NOT ACTIVE	09478	NOT ACTIVE
09282	B	09348	NOT ACTIVE	09414	NOT ACTIVE	09479	NOT ACTIVE
09283	B	09349	NOT ACTIVE	09415	NOT ACTIVE	09480	NOT ACTIVE
09284	F–N	09350	NOT ACTIVE	09416	NOT ACTIVE	09481	NOT ACTIVE
09285	NONE	09351	B–C–D–U	09417	NOT ACTIVE	09482	NOT ACTIVE
09286	B	09352	B–C–D–U	09418	NOT ACTIVE	09483	NOT ACTIVE
09287	NOT ACTIVE	09353	B–C–D–U	09419	NOT ACTIVE	09484	NOT ACTIVE
09288	NOT ACTIVE	09354	B–C–D–U	09420	NOT ACTIVE	09485	NOT ACTIVE
09289	A–B1–F	09355	B–C–D–U	09421	NOT ACTIVE	09486	NOT ACTIVE
09290	NOT ACTIVE	09356	NOT ACTIVE	09422	NOT ACTIVE	09487	NOT ACTIVE
09291	A–B1	09357	NOT ACTIVE	09423	NOT ACTIVE	09488	NOT ACTIVE
09292	B–C–F1	09358	B–C–D–U	09424	NOT ACTIVE	09489	NOT ACTIVE
09293	B–C–F–F1–U	09359	B–C–D–U	09425	NOT ACTIVE	09490	NOT ACTIVE
09294	A–B1–F	09360	B–C–D–U	09426	NOT ACTIVE	09491	NOT ACTIVE
09295	NOT ACTIVE	09361	NOT ACTIVE	09427	NOT ACTIVE	09492	NOT ACTIVE
09296	NOT ACTIVE	09362	NOT ACTIVE	09428	NOT ACTIVE	09493	NOT ACTIVE
09297	NOT ACTIVE	09363	NOT ACTIVE	09429	NOT ACTIVE	09494	NOT ACTIVE
09298	B–E2–F–H1–R–U1	09364	NOT ACTIVE	09430	NOT ACTIVE	09495	NOT ACTIVE
09299	NOT ACTIVE	09365	NOT ACTIVE	09431	NOT ACTIVE	09496	NOT ACTIVE
09301	NOT ACTIVE	09366	NOT ACTIVE	09432	NOT ACTIVE	09497	NOT ACTIVE
09302	NOT ACTIVE	09367	NOT ACTIVE	09433	NOT ACTIVE	09498	NOT ACTIVE
09303	NOT ACTIVE	09368	NOT ACTIVE	09434	NOT ACTIVE	09499	NOT ACTIVE
09304	NOT ACTIVE	09369	NOT ACTIVE	09435	NOT ACTIVE	09501	NONE
09305	B–C–D–U	09370	NOT ACTIVE	09436	NOT ACTIVE	09502	NONE
09306	NOT ACTIVE	09371	NOT ACTIVE	09437	NOT ACTIVE	09503	NOT ACTIVE
09307	NOT ACTIVE	09372	NOT ACTIVE	09438	NOT ACTIVE	09504	NOT ACTIVE
09308	NOT ACTIVE	09373	NOT ACTIVE	09439	NOT ACTIVE	09505	O
09309	NOT ACTIVE	09374	NOT ACTIVE	09440	NOT ACTIVE	09506	NOT ACTIVE
09310	NOT ACTIVE	09375	NOT ACTIVE	09441	NOT ACTIVE	09507	NOT ACTIVE
09311	NOT ACTIVE	09376	NOT ACTIVE	09442	NOT ACTIVE	09508	NOT ACTIVE
09312	NOT ACTIVE	09377	NOT ACTIVE	09443	NOT ACTIVE	09509	NOT ACTIVE
09313	NOT ACTIVE	09378	B1–C	09444	NOT ACTIVE	09510	B1–C
09314	NOT ACTIVE	09379	NOT ACTIVE	09445	NOT ACTIVE	09511	B1–C
09315	NOT ACTIVE	09380	A–B1–F	09446	NOT ACTIVE	09512	NONE
09316	NOT ACTIVE	09381	NOT ACTIVE	09447	NOT ACTIVE	09513	NONE
09317	NOT ACTIVE	09382	NOT ACTIVE	09448	NOT ACTIVE	09514	B1–C
09318	NOT ACTIVE	09383	NOT ACTIVE	09449	NOT ACTIVE	09515	B1–C
09319	NOT ACTIVE	09384	NOT ACTIVE	09450	NOT ACTIVE	09516	B1–C
09320	NOT ACTIVE	09385	NOT ACTIVE	09451	B–C–D–U	09517	NONE
09321	B–C–D	09386	NOT ACTIVE	09452	B–C–D–U	09518	B1–C
09322	B–C–D–U	09387	NOT ACTIVE	09453	B–C–F–F1–U	09519	B1–C
09323	NOT ACTIVE	09388	NOT ACTIVE	09454	B–C–D–U	09520	B–C–F–U
09324	NOT ACTIVE	09389	NOT ACTIVE	09455	B–C–D–U	09521	B–C–F–U
09325	B–C–D–U	09390	NOT ACTIVE	09456	NOT ACTIVE	09522	B–C–F–U
09326	B–C–D–U	09391	NOT ACTIVE	09457	B–C–D–U	09523	B–C–F–U
09327	NOT ACTIVE	09392	NOT ACTIVE	09458	B–C–D–U	09524	B–C–F–U
09328	NOT ACTIVE	09393	NOT ACTIVE	09459	NOT ACTIVE	09525	A–B1
09329	NOT ACTIVE	09394	NOT ACTIVE	09460	NOT ACTIVE	09526	NONE
09330	B–C–D–U	09395	NOT ACTIVE	09461	NOT ACTIVE	09527	A
09331	NOT ACTIVE	09396	NOT ACTIVE	09462	NOT ACTIVE	09528	A–B1
09332	NOT ACTIVE	09397	NOT ACTIVE	09463	NOT ACTIVE	09529	NONE
09333	B–C–D–U	09398	NOT ACTIVE	09464	NOT ACTIVE	09530	A–B–C–F–M
09334	NOT ACTIVE	09399	NOT ACTIVE	09465	NOT ACTIVE	09531	NONE
09335	NOT ACTIVE	09401	B	09466	NOT ACTIVE	09532	NONE
09336	NOT ACTIVE	09402	NOT ACTIVE	09467	NOT ACTIVE	09533	B–C–F–U

Exhibit 125.2 (p. 2) Conditions Applicable to Mail Addressed to Military Post Offices Overseas

Conditions Applied to Mail Addressed to Military Post Offices Overseas—Continued

APO/FPO	See footnotes	APO/FPO	See footnotes	APO/FPO	See footnotes	APO/FPO	See footnotes
09534	NONE	09599	NOT ACTIVE	09665	NOT ACTIVE	09731	NOT ACTIVE
09535	NOT ACTIVE	09601	NOT ACTIVE	09666	B–C–D–U	09732	NOT ACTIVE
09536	NOT ACTIVE	09602	NOT ACTIVE	09667	B1	09733	NOT ACTIVE
09537	NONE	09603	NOT ACTIVE	09668	I–N	09734	NOT ACTIVE
09538	NONE	09604	NOT ACTIVE	09669	B–C–D	09735	NOT ACTIVE
09539	B	09605	NOT ACTIVE	09670	B–C–F–U	09736	NOT ACTIVE
09540	B	09606	NOT ACTIVE	09671	B–E2–F–H1–R–U1	09737	NOT ACTIVE
09541	B	09607	B1–C	09672	B–C	09738	NOT ACTIVE
09542	NONE	09608	NOT ACTIVE	09673	NOT ACTIVE	09739	NOT ACTIVE
09543	NOT ACTIVE	09609	NOT ACTIVE	09674	NOT ACTIVE	09740	NOT ACTIVE
09544	NONE	09610	NOT ACTIVE	09675	F–I–N	09741	NOT ACTIVE
09545	NONE	09611	B–C–D	09676	NOT ACTIVE	09742	B–C–D–U
09546	NONE	09612	NOT ACTIVE	09677	B1–U1	09743	B–C–D–U
09547	NONE	09613	NOT ACTIVE	09678	B–N	09744	NOT ACTIVE
09548	NONE	09614	NOT ACTIVE	09679	B1–U1	09745	NOT ACTIVE
09549	NONE	09615	B–E2–F–H1–R–U1	09680	NOT ACTIVE	09746	NOT ACTIVE
09550	NONE	09616	B–E2–F–H1–R–U1	09681	NOT ACTIVE	09747	NOT ACTIVE
09551	NONE	09617	NOT ACTIVE	09682	NOT ACTIVE	09748	NOT ACTIVE
09552	NOT ACTIVE	09618	NOT ACTIVE	09683	NOT ACTIVE	09749	NOT ACTIVE
09553	NOT ACTIVE	09619	NOT ACTIVE	09684	NOT ACTIVE	09750	NOT ACTIVE
09554	NOT ACTIVE	09620	NOT ACTIVE	09685	NOT ACTIVE	09751	B–C–D–U
09555	NOT ACTIVE	09621	NOT ACTIVE	09686	NOT ACTIVE	09752	NOT ACTIVE
09556	NOT ACTIVE	09622	NOT ACTIVE	09687	NOT ACTIVE	09753	NOT ACTIVE
09557	NONE	09623	NOT ACTIVE	09688	NOT ACTIVE	09754	NOT ACTIVE
09558	NOT ACTIVE	09624	NOT ACTIVE	09689	NOT ACTIVE	09755	B1–C
09559	NONE	09625	NOT ACTIVE	09690	A–B1	09756	NOT ACTIVE
09560	NONE	09626	NOT ACTIVE	09691	B–E2–F–H1–R–U1	09757	B–C–D–U
09561	NONE	09627	NOT ACTIVE	09692	B–C–D	09758	NOT ACTIVE
09562	NONE	09628	NOT ACTIVE	09693	A–B1	09759	NOT ACTIVE
09563	NONE	09629	NOT ACTIVE	09694	B–C–F–U	09760	NOT ACTIVE
09564	NONE	09630	NOT ACTIVE	09695	B–C–D–U	09761	NOT ACTIVE
09565	NONE	09631	NOT ACTIVE	09696	B–C–D–U	09762	NOT ACTIVE
09566	NONE	09632	NOT ACTIVE	09697	B–F–E2–H1–R–U1	09763	NOT ACTIVE
09567	NONE	09633	B–C–D	09698	NOT ACTIVE	09764	NOT ACTIVE
09568	NONE	09634	NOT ACTIVE	09699	NOT ACTIVE	09765	NOT ACTIVE
09569	NONE	09635	NOT ACTIVE	09701	B–C–D–U	09766	NOT ACTIVE
09570	NONE	09636	NOT ACTIVE	09702	B–C–D–U	09767	NOT ACTIVE
09571	C	09637	NOT ACTIVE	09703	NOT ACTIVE	09768	NOT ACTIVE
09572	C	09638	NOT ACTIVE	09704	NOT ACTIVE	09769	NOT ACTIVE
09573	NONE	09639	NOT ACTIVE	09705	NOT ACTIVE	09770	NOT ACTIVE
09574	NONE	09640	NOT ACTIVE	09706	NOT ACTIVE	09771	NOT ACTIVE
09575	NONE	09641	NOT ACTIVE	09707	NOT ACTIVE	09772	NOT ACTIVE
09576	NONE	09642	NOT ACTIVE	09708	NOT ACTIVE	09773	NOT ACTIVE
09577	NONE	09643	NOT ACTIVE	09709	NOT ACTIVE	09774	NOT ACTIVE
09578	NONE	09644	NOT ACTIVE	09710	B–C–D–U	09775	NOT ACTIVE
09579	NONE	09645	NOT ACTIVE	09711	B–C–D–U	09776	NOT ACTIVE
09580	NOT ACTIVE	09646	NOT ACTIVE	09712	B–C–D–U	09777	A–B–C–E
09581	NONE	09647	NOT ACTIVE	09713	NOT ACTIVE	09778	NOT ACTIVE
09582	NONE	09648	NOT ACTIVE	09714	NOT ACTIVE	09779	NOT ACTIVE
09583	NOT ACTIVE	09649	NOT ACTIVE	09715	NOT ACTIVE	09780	NOT ACTIVE
09584	NOT ACTIVE	09650	NOT ACTIVE	09716	NOT ACTIVE	09781	NOT ACTIVE
09585	NOT ACTIVE	09651	NOT ACTIVE	09717	NOT ACTIVE	09782	NOT ACTIVE
09586	NONE	09652	NOT ACTIVE	09718	NOT ACTIVE	09783	NOT ACTIVE
09587	NONE	09653	NOT ACTIVE	09719	NOT ACTIVE	09784	NOT ACTIVE
09588	NONE	09654	NOT ACTIVE	09720	NOT ACTIVE	09785	NOT ACTIVE
09589	NONE	09655	NOT ACTIVE	09721	NOT ACTIVE	09786	NOT ACTIVE
09590	NONE	09656	NOT ACTIVE	09722	NOT ACTIVE	09787	NOT ACTIVE
09591	NONE	09657	NOT ACTIVE	09723	NOT ACTIVE	09788	NOT ACTIVE
09592	NOT ACTIVE	09658	NOT ACTIVE	09724	NOT ACTIVE	09789	NOT ACTIVE
09593	NONE	09659	B1–C	09725	NOT ACTIVE	09790	NOT ACTIVE
09594	NONE	09660	NOT ACTIVE	09726	NOT ACTIVE	09791	NOT ACTIVE
09595	NONE	09661	NOT ACTIVE	09727	NOT ACTIVE	09792	NOT ACTIVE
09596	NOT ACTIVE	09662	NONE	09728	NOT ACTIVE	09793	NOT ACTIVE
09597	NONE	09663	NOT ACTIVE	09729	NOT ACTIVE	09794	B–C–F–U
09598	NONE	09664	N	09730	NOT ACTIVE	09795	NOT ACTIVE

Conditions Applied to Mail Addressed to Military Post Offices Overseas—Continued

APO/FPO	See footnotes	APO/FPO	See footnotes	APO/FPO	See footnotes	APO/FPO	See footnotes
09796	NOT ACTIVE	09862	N	09928	NOT ACTIVE	09993	NOT ACTIVE
09797	NOT ACTIVE	09863	NOT ACTIVE	09929	NOT ACTIVE	09994	NOT ACTIVE
09798	NOT ACTIVE	09864	NOT ACTIVE	09930	NOT ACTIVE	09995	NOT ACTIVE
09799	NOT ACTIVE	09865	NOT ACTIVE	09931	NOT ACTIVE	09996	NOT ACTIVE
09801	B–C–D–U	09866	NOT ACTIVE	09932	NOT ACTIVE	09997	NOT ACTIVE
09802	NOT ACTIVE	09867	NOT ACTIVE	09933	NOT ACTIVE	09998	NOT ACTIVE
09803	NOT ACTIVE	09868	NOT ACTIVE	09934	NOT ACTIVE	09999	NOT ACTIVE
09804	NOT ACTIVE	09869	NOT ACTIVE	09935	NOT ACTIVE	34001	B
09805	NOT ACTIVE	09870	C–D–N	09936	NOT ACTIVE	34002	B
09806	NOT ACTIVE	09871	NOT ACTIVE	09937	NOT ACTIVE	34003	B
09807	B–C–D–U	09872	B–C–D–U	09938	NOT ACTIVE	34004	B
09808	NOT ACTIVE	09873	NOT ACTIVE	09939	NOT ACTIVE	34005	B
09809	NOT ACTIVE	09874	NOT ACTIVE	09940	NOT ACTIVE	34006	B
09810	NOT ACTIVE	09875	NOT ACTIVE	09941	NOT ACTIVE	34007	B
09811	NOT ACTIVE	09876	NOT ACTIVE	09942	NOT ACTIVE	34008	B
09812	NOT ACTIVE	09877	NOT ACTIVE	09943	NOT ACTIVE	34009	B
09813	NOT ACTIVE	09878	NOT ACTIVE	09944	NOT ACTIVE	34010	NOT ACTIVE
09814	NOT ACTIVE	09879	NOT ACTIVE	09945	NOT ACTIVE	34011	B
09815	NOT ACTIVE	09880	NOT ACTIVE	09946	NOT ACTIVE	34012	NOT ACTIVE
09816	NOT ACTIVE	09881	NOT ACTIVE	09947	NOT ACTIVE	34013	NOT ACTIVE
09817	NOT ACTIVE	09882	NOT ACTIVE	09948	NOT ACTIVE	34014	NOT ACTIVE
09818	NOT ACTIVE	09883	NOT ACTIVE	09949	NOT ACTIVE	34015	NOT ACTIVE
09819	NOT ACTIVE	09884	NOT ACTIVE	09950	NOT ACTIVE	34016	NOT ACTIVE
09820	NOT ACTIVE	09885	NOT ACTIVE	09951	NOT ACTIVE	34017	NOT ACTIVE
09821	NOT ACTIVE	09886	NOT ACTIVE	09952	NOT ACTIVE	34018	NOT ACTIVE
09822	NOT ACTIVE	09887	NOT ACTIVE	09953	NOT ACTIVE	34019	NOT ACTIVE
09823	NOT ACTIVE	09888	NOT ACTIVE	09954	NOT ACTIVE	34020	B–M–N
09824	NOT ACTIVE	09889	NOT ACTIVE	09955	NOT ACTIVE	34021	M–N
09825	NOT ACTIVE	09890	NOT ACTIVE	09956	NOT ACTIVE	34022	B–D–F–M–N
09826	NOT ACTIVE	09891	NOT ACTIVE	09957	NOT ACTIVE	34023	B
09827	NOT ACTIVE	09892	A–B–F	09958	NOT ACTIVE	34024	B–M–N
09828	NOT ACTIVE	09893	NOT ACTIVE	09959	NOT ACTIVE	34025	NOT ACTIVE
09829	NOT ACTIVE	09894	NOT ACTIVE	09960	NOT ACTIVE	34026	NOT ACTIVE
09830	NOT ACTIVE	09895	NOT ACTIVE	09961	NOT ACTIVE	34027	NOT ACTIVE
09831	NOT ACTIVE	09896	NOT ACTIVE	09962	NOT ACTIVE	34028	NOT ACTIVE
09832	NOT ACTIVE	09897	NOT ACTIVE	09963	NOT ACTIVE	34029	NOT ACTIVE
09833	NOT ACTIVE	09898	NOT ACTIVE	09964	NOT ACTIVE	34030	B–M–N
09834	NOT ACTIVE	09899	NOT ACTIVE	09965	NOT ACTIVE	34031	B–M–N
09835	NOT ACTIVE	09901	NOT ACTIVE	09966	NOT ACTIVE	34032	M–N
09836	NOT ACTIVE	09902	NOT ACTIVE	09967	NOT ACTIVE	34033	B–C–F–M–N
09837	NOT ACTIVE	09903	NOT ACTIVE	09968	NOT ACTIVE	34034	B–BI–I–M–N
09838	NOT ACTIVE	09904	NOT ACTIVE	09969	NOT ACTIVE	34035	BI–H–M–N
09839	NOT ACTIVE	09905	NOT ACTIVE	09970	NOT ACTIVE	34036	M–N
09840	NOT ACTIVE	09906	NOT ACTIVE	09971	NOT ACTIVE	34037	B–C–F–H–M–N
09841	NOT ACTIVE	09907	NOT ACTIVE	09972	NOT ACTIVE	34038	B–I–M–N
09842	NOT ACTIVE	09908	NOT ACTIVE	09973	NOT ACTIVE	34039	N
09843	NOT ACTIVE	09909	NOT ACTIVE	09974	NOT ACTIVE	34040	NONE
09844	NOT ACTIVE	09910	NOT ACTIVE	09975	NOT ACTIVE	34041	B–M–N–U2
09845	NOT ACTIVE	09911	NOT ACTIVE	09976	NOT ACTIVE	34042	B–D–F–M
09846	NOT ACTIVE	09912	NOT ACTIVE	09977	NOT ACTIVE	34043	B
09847	NOT ACTIVE	09913	NOT ACTIVE	09978	NOT ACTIVE	34044	NOT ACTIVE
09848	NOT ACTIVE	09914	NOT ACTIVE	09979	NOT ACTIVE	34045	NOT ACTIVE
09849	NOT ACTIVE	09915	NOT ACTIVE	09980	NOT ACTIVE	34046	NOT ACTIVE
09850	NOT ACTIVE	09916	NOT ACTIVE	09981	NOT ACTIVE	34047	NOT ACTIVE
09851	NOT ACTIVE	09917	NOT ACTIVE	09982	NOT ACTIVE	34048	NOT ACTIVE
09852	NOT ACTIVE	09918	NOT ACTIVE	09983	NOT ACTIVE	34049	NOT ACTIVE
09853	NOT ACTIVE	09919	NOT ACTIVE	09984	NOT ACTIVE	34050	NONE
09854	NOT ACTIVE	09920	NOT ACTIVE	09985	NOT ACTIVE	34051	NONE
09855	NOT ACTIVE	09921	NOT ACTIVE	09986	NOT ACTIVE	34052	NOT ACTIVE
09856	NOT ACTIVE	09922	NOT ACTIVE	09987	NOT ACTIVE	34053	NONE
09857	NOT ACTIVE	09923	NOT ACTIVE	09988	NOT ACTIVE	34054	NONE
09858	NOT ACTIVE	09924	NOT ACTIVE	09989	NOT ACTIVE	34055	NOT ACTIVE
09859	NOT ACTIVE	09925	NOT ACTIVE	09990	NOT ACTIVE	34056	NOT ACTIVE
09860	B–C–D	09926	NOT ACTIVE	09991	NOT ACTIVE	34057	NOT ACTIVE
09861	NOT ACTIVE	09927	NOT ACTIVE	09992	NOT ACTIVE	34058	B

Exhibit 125.2 (p. 4) Conditions Applicable to Mail Addressed to Military Post Offices Overseas

Conditions Applied to Mail Addressed to Military Post Offices Overseas— Continued

APO/ FPO	See footnotes	APO/ FPO	See footnotes	APO/ FPO	See footnotes	APO/ FPO	See footnotes
34059	B	96225	NOT ACTIVE	96290	NOT ACTIVE	96356	F-U
34060	B	96226	NOT ACTIVE	96291	NOT ACTIVE	96357	NOT ACTIVE
34061	B	96227	NOT ACTIVE	96292	B-M-W	96358	A-B
34062	NOT ACTIVE	96228	NOT ACTIVE	96293	NOT ACTIVE	96359	NOT ACTIVE
34063	NOT ACTIVE	96229	NOT ACTIVE	96294	NOT ACTIVE	96360	NOT ACTIVE
34064	NOT ACTIVE	96230	B-L-M-W	96295	NOT ACTIVE	96361	B-M-W
34065	NOT ACTIVE	96231	A-B	96296	NOT ACTIVE	96362	NOT ACTIVE
34066	NOT ACTIVE	96232	NOT ACTIVE	96297	NOT ACTIVE	96363	NOT ACTIVE
34067	NOT ACTIVE	96233	NOT ACTIVE	96298	B-F-K	96364	NOT ACTIVE
34068	NOT ACTIVE	96234	NOT ACTIVE	96299	NOT ACTIVE	96365	NOT ACTIVE
34069	NOT ACTIVE	96235	B-M-W	96301	A-B	96366	A-B
34070	NOT ACTIVE	96236	NOT ACTIVE	96302	A-B	96367	B-L-M-W
34071	NOT ACTIVE	96237	NOT ACTIVE	96303	NOT ACTIVE	96368	NOT ACTIVE
34072	NOT ACTIVE	96238	NOT ACTIVE	96304	NOT ACTIVE	96369	A-B-H-M-U
34073	NOT ACTIVE	96239	B-M-W	96305	NONE	96370	NOT ACTIVE
34074	NOT ACTIVE	96240	NOT ACTIVE	96306	NOT ACTIVE	96371	A-B
34075	NOT ACTIVE	96241	NOT ACTIVE	96307	NOT ACTIVE	96372	NOT ACTIVE
34076	NOT ACTIVE	96242	NOT ACTIVE	96308	NOT ACTIVE	96373	NOT ACTIVE
34077	NOT ACTIVE	96243	NOT ACTIVE	96309	NOT ACTIVE	96374	NOT ACTIVE
34078	NONE	96244	B-M-W	96310	NOT ACTIVE	96375	NOT ACTIVE
34079	NONE	96245	NOT ACTIVE	96311	B-F-K-L	96376	NOT ACTIVE
34080	NONE	96246	NOT ACTIVE	96312	NOT ACTIVE	96377	NOT ACTIVE
34081	NOT ACTIVE	96247	NOT ACTIVE	96313	NOT ACTIVE	96378	NOT ACTIVE
34082	NOT ACTIVE	96248	B-M-W	96314	NOT ACTIVE	96379	NOT ACTIVE
34083	NONE	96249	NOT ACTIVE	96315	NOT ACTIVE	96380	NOT ACTIVE
34084	NONE	96250	NOT ACTIVE	96316	NOT ACTIVE	96381	NOT ACTIVE
34085	NONE	96251	A-B	96317	NOT ACTIVE	96382	NOT ACTIVE
34086	NONE	96252	NOT ACTIVE	96318	NOT ACTIVE	96383	NOT ACTIVE
34087	NONE	96253	NOT ACTIVE	96319	NOT ACTIVE	96384	NOT ACTIVE
34088	NONE	96254	NOT ACTIVE	96320	NOT ACTIVE	96385	NOT ACTIVE
34089	NOT ACTIVE	96255	NOT ACTIVE	96321	NOT ACTIVE	96386	NOT ACTIVE
34090	NONE	96256	NOT ACTIVE	96322	NOT ACTIVE	96387	NOT ACTIVE
34091	NONE	96257	NOT ACTIVE	96323	NOT ACTIVE	96388	NOT ACTIVE
34092	NONE	96258	NOT ACTIVE	96324	A-B	96389	NOT ACTIVE
34093	NONE	96259	A-B	96325	NOT ACTIVE	96390	NOT ACTIVE
34094	NOT ACTIVE	96260	NOT ACTIVE	96326	NOT ACTIVE	96391	NOT ACTIVE
34095	NOT ACTIVE	96261	NOT ACTIVE	96327	L	96392	NOT ACTIVE
34096	NOT ACTIVE	96262	NOT ACTIVE	96328	B-M-W	96393	NOT ACTIVE
34097	NOT ACTIVE	96263	NOT ACTIVE	96329	NOT ACTIVE	96394	NOT ACTIVE
34098	NONE	96264	A-B	96330	NOT ACTIVE	96395	NOT ACTIVE
34099	NONE	96265	NOT ACTIVE	96331	B-M-W	96396	NOT ACTIVE
96201	NOT ACTIVE	96266	NOT ACTIVE	96332	NOT ACTIVE	96397	A-B
96202	NOT ACTIVE	96267	NOT ACTIVE	96333	NOT ACTIVE	96398	NOT ACTIVE
96203	NOT ACTIVE	96268	NOT ACTIVE	96334	NONE	96399	NOT ACTIVE
96204	NOT ACTIVE	96269	NOT ACTIVE	96335	A-B	96401	NOT ACTIVE
96205	NOT ACTIVE	96270	B-M-W	96336	B-M-W	96402	NOT ACTIVE
96206	NOT ACTIVE	96271	A-B	96337	NOT ACTIVE	96403	NOT ACTIVE
96207	NOT ACTIVE	96272	NOT ACTIVE	96338	NOT ACTIVE	96404	A-B-H-M-U
96208	A-B	96273	NOT ACTIVE	96339	NOT ACTIVE	96405	A-B-H-M-U
96209	A-B-H-M-U	96274	B-F-K	96340	NOT ACTIVE	96406	NOT ACTIVE
96210	B-M-W	96275	NOT ACTIVE	96341	NOT ACTIVE	96407	NOT ACTIVE
96211	NOT ACTIVE	96276	A-B	96342	NOT ACTIVE	96408	B-F-K-L
96212	A-B	96277	B-F-K	96343	B-M-W	96409	NOT ACTIVE
96213	A-B	96278	NOT ACTIVE	96344	B-M-W	96410	B-F-K-L
96214	A-B	96279	NOT ACTIVE	96345	NOT ACTIVE	96411	NOT ACTIVE
96215	NOT ACTIVE	96280	NOT ACTIVE	96346	F-U	96412	NOT ACTIVE
96216	NOT ACTIVE	96281	NOT ACTIVE	96347	NOT ACTIVE	96413	NOT ACTIVE
96217	NOT ACTIVE	96282	NOT ACTIVE	96348	NOT ACTIVE	96414	NOT ACTIVE
96218	A-B	96283	NOT ACTIVE	96349	NOT ACTIVE	96415	NOT ACTIVE
96219	NOT ACTIVE	96284	NOT ACTIVE	96350	NOT ACTIVE	96416	NOT ACTIVE
96220	A-B	96285	NOT ACTIVE	96351	P	96417	NOT ACTIVE
96221	NOT ACTIVE	96286	B-F-K-L	96352	NOT ACTIVE	96418	NOT ACTIVE
96222	NOT ACTIVE	96287	A-B-H-M-U	96353	NOT ACTIVE	96419	NOT ACTIVE
96223	NOT ACTIVE	96288	NOT ACTIVE	96354	NOT ACTIVE	96420	NOT ACTIVE
96224	A-B	96289	NOT ACTIVE	96355	NOT ACTIVE	96421	NOT ACTIVE

Exhibit 125.2 (p. 5) Conditions Applicable to Mail Addressed to Military Post Offices Overseas

Conditions Applied to Mail Addressed to Military Post Offices Overseas—Continued

APO/FPO	See footnotes	APO/FPO	See footnotes	APO/FPO	See footnotes	APO/FPO	See footnotes
96422	NOT ACTIVE	96487	NOT ACTIVE	96553	NOT ACTIVE	96619	NONE
96423	NOT ACTIVE	96488	A–B	96554	NOT ACTIVE	96620	NOT ACTIVE
96424	NOT ACTIVE	96489	NOT ACTIVE	96555	B–F–M	96621	NONE
96425	NOT ACTIVE	96490	NOT ACTIVE	96556	NONE	96622	NONE
96426	NOT ACTIVE	96491	NOT ACTIVE	96557	NOT ACTIVE	96623	NONE
96427	NOT ACTIVE	96492	NOT ACTIVE	96558	NOT ACTIVE	96624	NONE
96428	NOT ACTIVE	96493	NOT ACTIVE	96559	NOT ACTIVE	96625	NONE
96429	NOT ACTIVE	96494	NOT ACTIVE	96560	NOT ACTIVE	96626	NONE
96430	NOT ACTIVE	96495	NOT ACTIVE	96561	NOT ACTIVE	96627	NONE
96431	B–F–K	96496	NOT ACTIVE	96562	NOT ACTIVE	96628	NONE
96432	B–F–K	96497	NOT ACTIVE	96563	NOT ACTIVE	96629	NONE
96433	NOT ACTIVE	96498	NOT ACTIVE	96564	NOT ACTIVE	96630	NONE
96434	P	96499	NOT ACTIVE	96565	NOT ACTIVE	96631	NONE
96435	NOT ACTIVE	96501	NONE	96566	NOT ACTIVE	96632	NOT ACTIVE
96436	NOT ACTIVE	96502	NOT ACTIVE	96567	NOT ACTIVE	96633	NONE
96437	NOT ACTIVE	96503	B–M–W	96568	NOT ACTIVE	96634	NONE
96438	NOT ACTIVE	96504	NOT ACTIVE	96569	NOT ACTIVE	96635	NONE
96439	NOT ACTIVE	96505	NOT ACTIVE	96570	A–B	96636	NONE
96440	NOT ACTIVE	96506	NOT ACTIVE	96571	A–B	96637	NONE
96441	NOT ACTIVE	96507	NOT ACTIVE	96572	NOT ACTIVE	96638	NOT ACTIVE
96442	NOT ACTIVE	96508	NOT ACTIVE	96573	NOT ACTIVE	96639	NONE
96443	NOT ACTIVE	96509	NOT ACTIVE	96574	NOT ACTIVE	96640	NOT ACTIVE
96444	NOT ACTIVE	96510	NOT ACTIVE	96575	NOT ACTIVE	96641	NONE
96445	NOT ACTIVE	96511	NOT ACTIVE	96576	NOT ACTIVE	96642	NONE
96446	NOT ACTIVE	96512	NOT ACTIVE	96577	NOT ACTIVE	96643	NONE
96447	NOT ACTIVE	96513	NOT ACTIVE	96578	NOT ACTIVE	96644	NONE
96448	NOT ACTIVE	96514	NOT ACTIVE	96579	NOT ACTIVE	96645	NOT ACTIVE
96449	NOT ACTIVE	96515	NOT ACTIVE	96580	NOT ACTIVE	96646	NONE
96450	NOT ACTIVE	96516	NOT ACTIVE	96581	NOT ACTIVE	96647	NONE
96451	NOT ACTIVE	96517	NOT ACTIVE	96582	NOT ACTIVE	96648	NONE
96452	NOT ACTIVE	96518	NOT ACTIVE	96583	NOT ACTIVE	96649	NONE
96453	NOT ACTIVE	96519	B–M–W	96584	NOT ACTIVE	96650	B–F–K
96454	NOT ACTIVE	96520	NOT ACTIVE	96585	NOT ACTIVE	96651	B–F–K
96455	A–B	96521	NOT ACTIVE	96586	NOT ACTIVE	96652	B–F–K
96456	NOT ACTIVE	96522	NOT ACTIVE	96587	NOT ACTIVE	96653	NOT ACTIVE
96457	NOT ACTIVE	96523	NOT ACTIVE	96588	NOT ACTIVE	96654	B–F–K
96458	NOT ACTIVE	96524	A–B	96589	NOT ACTIVE	96655	F
96459	NOT ACTIVE	96525	NOT ACTIVE	96590	NOT ACTIVE	96656	B–F–K
96460	A–B	96526	NOT ACTIVE	96591	NOT ACTIVE	96657	NOT ACTIVE
96461	A–B	96527	NOT ACTIVE	96592	NOT ACTIVE	96658	B–F–K
96462	NOT ACTIVE	96528	B–F–K	96593	NOT ACTIVE	96659	F
96463	NOT ACTIVE	96529	NOT ACTIVE	96594	NOT ACTIVE	96660	NONE
96464	NOT ACTIVE	96530	NOT ACTIVE	96595	NOT ACTIVE	96661	NONE
96465	NOT ACTIVE	96531	NOT ACTIVE	96596	NOT ACTIVE	96662	NONE
96466	NOT ACTIVE	96532	NOT ACTIVE	96597	NOT ACTIVE	96663	NONE
96467	NOT ACTIVE	96533	NOT ACTIVE	96598	NOT ACTIVE	96664	NONE
96468	F	96534	NOT ACTIVE	96599	NOT ACTIVE	96665	NONE
96469	NOT ACTIVE	96535	NOT ACTIVE	96601	NONE	96666	NONE
96470	NOT ACTIVE	96536	NOT ACTIVE	96602	NONE	96667	NONE
96471	NOT ACTIVE	96537	NOT ACTIVE	96603	NONE	96668	NONE
96472	NOT ACTIVE	96538	NOT ACTIVE	96604	NONE	96669	NONE
96473	NOT ACTIVE	96539	NOT ACTIVE	96605	O	96670	NONE
96474	NOT ACTIVE	96540	NOT ACTIVE	96606	NONE	96671	NONE
96475	NOT ACTIVE	96541	NOT ACTIVE	96607	NONE	96672	NONE
96476	NOT ACTIVE	96542	NOT ACTIVE	96608	NOT ACTIVE	96673	NONE
96477	NOT ACTIVE	96543	NOT ACTIVE	96609	NOT ACTIVE	96674	NONE
96478	NOT ACTIVE	96544	NOT ACTIVE	96610	NOT ACTIVE	96675	NONE
96479	NOT ACTIVE	96545	NOT ACTIVE	96611	NOT ACTIVE	96676	NONE
96480	NOT ACTIVE	96546	NOT ACTIVE	96612	NOT ACTIVE	96677	NONE
96481	NOT ACTIVE	96547	NOT ACTIVE	96613	NOT ACTIVE	96678	NONE
96482	NOT ACTIVE	96548	NOT ACTIVE	96614	NONE	96679	ACTIVE
96483	A–B	96549	NOT ACTIVE	96615	NOT ACTIVE	96680	A–B–H–H1
96484	NOT ACTIVE	96550	NOT ACTIVE	96616	NOT ACTIVE	96681	NONE
96485	NOT ACTIVE	96551	NOT ACTIVE	96617	NOT ACTIVE	96682	NONE
96486	NOT ACTIVE	96552	NOT ACTIVE	96618	NOT ACTIVE	96683	NONE

Exhibit 125.2 (p. 6) Conditions Applicable to Mail Addressed to Military Post Offices Overseas

Conditions Applied to Mail Addressed to Military Post Offices Overseas—Continued

APO/FPO	See footnotes	APO/FPO	See footnotes	APO/FPO	See footnotes	APO/FPO	See footnotes
96684	NONE	98714	NOT ACTIVE	98743	NOT ACTIVE	98772	B–M–W
96685	NONE	98715	NOT ACTIVE	98744	NOT ACTIVE	98773	B–M–W
96686	NONE	98716	NOT ACTIVE	98745	NOT ACTIVE	98774	NOT ACTIVE
96687	NONE	98717	NOT ACTIVE	98746	NOT ACTIVE	98775	NOT ACTIVE
96688	NONE	98718	NOT ACTIVE	98747	NOT ACTIVE	98776	NOT ACTIVE
96689	ACTIVE	98719	NOT ACTIVE	98748	NOT ACTIVE	98877	NONE
96690	B–H–M	98720	NOT ACTIVE	98749	NOT ACTIVE	98778	B–M–W
96691	NONE	98721	NOT ACTIVE	98750	NOT ACTIVE	98779	NOT ACTIVE
96692	NONE	98722	NOT ACTIVE	98751	NOT ACTIVE	98780	NOT ACTIVE
96693	NOT ACTIVE	98723	NONE	98752	NOT ACTIVE	98781	B–M–W
96694	NONE	98724	NOT ACTIVE	98753	NOT ACTIVE	98782	B–M–W
96695	NOT ACTIVE	98725	NOT ACTIVE	98754	NOT ACTIVE	98783	NOT ACTIVE
96696	NOT ACTIVE	98726	NOT ACTIVE	98755	NOT ACTIVE	98784	NOT ACTIVE
96697	NOT ACTIVE	98727	NOT ACTIVE	98756	NOT ACTIVE	98785	NOT ACTIVE
96698	NOT ACTIVE	98728	NOT ACTIVE	98757	NOT ACTIVE	98786	NOT ACTIVE
96699	A–F	98729	NOT ACTIVE	98758	NOT ACTIVE	98787	NOT ACTIVE
98701	NOT ACTIVE	98730	NOT ACTIVE	98759	NOT ACTIVE	98788	NOT ACTIVE
98702	NOT ACTIVE	98731	NOT ACTIVE	98760	B–M–W	98789	NOT ACTIVE
98703	NOT ACTIVE	98732	NOT ACTIVE	98761	B–M–W	98790	NOT ACTIVE
98704	NONE	98733	NONE	98762	B–M–W	98791	NONE
98705	NOT ACTIVE	98734	NOT ACTIVE	98763	B–M–W	98792	NOT ACTIVE
98706	NOT ACTIVE	98735	NOT ACTIVE	98764	B–M–W	98793	NOT ACTIVE
98707	NOT ACTIVE	98736	NONE	98765	B–M–W	98794	NOT ACTIVE
98708	NOT ACTIVE	98737	NOT ACTIVE	98766	B–M–W	98795	NOT ACTIVE
98709	NOT ACTIVE	98738	NOT ACTIVE	98767	B–M–W	98796	NOT ACTIVE
98710	NOT ACTIVE	98739	NOT ACTIVE	98768	B–M–W	98797	NOT ACTIVE
98711	NOT ACTIVE	98740	NOT ACTIVE	98769	A–B	98798	NONE
98712	NOT ACTIVE	98741	NOT ACTIVE	98770	B–M–W	98799	NONE
98713	NONE	98742	NOT ACTIVE	98771	NOT ACTIVE		

Exhibit 125.2 (p. 7) Conditions Applicable to Mail Addressed to Military Post Offices Overseas

FOOTNOTES

A. No mail of any class may contain securities or currency. Precious metals in their raw, unmanufactured state are also prohibited. Official shipments are exempt from these restrictions.

B. Form 2966—A, Parcel Post Customs Declaration-United States of America (one part customs declaration) required, except that prepaid mail from a contractor, addressed to a military organization for official use, NEED NOT bear Customs Declaration but must be endorsed "Contents For Official Use—Exempt from Customs Requirement. Official mail from Government agencies DOES NOT require Customs Declaration or exemption endorsement."

B1—Form 2966–B, *USA Parcel Post Customs Declaration and Dispatch Note* (3-part customs document), required. Articles will be liable for customs duty and/or purchase tax unless they are bona fide gifts, personal use intended for military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer should place a certificate similar to the following on the customs form under the heading, Description of Contents—*Certified to be a bona fide gift, personal effects or items for personal use of military personnel and dependents thereto.*

B2—Form 2966–A, *Parcel Post Customs Declaration—United States of America* (one part customs declaration), required except on official mail which does not require customs declaration or exemption endorsement. Army and Air Force Exchange Service (AAFES) will furnish a computer listing on all items mailed from their activities to Philippine APOs indicated. Other major order companies will either use Form 2966–A on each item or provide computer listings. These listings should include description of item, dollar value of item, complete address including PSC box number and APO of addressee, date of mailing, insurance or registry number if applicable, and serial number of any item over $25.00 in value and any electrical item with a plug over $15.00 in value.

C. Cigarettes and other tobacco products prohibited.

D. Coffee prohibited.

E1—Mail may not contain medicines or vaccines not conforming to French laws.

E2—Mail may not contain posters, pictures, paintings, books, catalogs, or magazines depicting nude or semi-nude persons and pornographic or sexual items of any type. In addition, mail may not contain nonauthorized publications and reprints prohibited on account of their political content.

F. Mail of all classes may not contain firearms of any type. See definition of firearms in 124.5 Exception: Not applicable to firearms mailed to or by official U.S. government agencies.

F[1]. No mail of any class may contain privately owned weapons addressed to an individual.

F[2]. "Importation of firearms is restricted to one shotgun and one single shot 22 caliber rifle per individual."

G. Only First-Class letters, second- and third-class mail authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H[1]. Pork and/or pork by-products prohibited.

I. Mail of all classes may not exceed the following dimensions:

Length	
42"	72" length and girth combined.
Over 42" to 44"	24" girth.
Over 44" to 46"	20" girth.
Over 46" to 48"	16" girth.

Maximum length 48"

[1]Provisions of this footnote are not applicable to registered mail.

[2]Provisions of this footnote are not applicable to official Government mail marked MOM.

K. Mail which includes in the address the words "Dependent Mail Section" may consist only of letter mail, newspapers, magazines and books. No parcel of any class containing any other matter may be mailed to Dependent Mail Section. This footnote is not applicable if the address does not include the words "Dependent Mail Section."

L. All official mail prohibited.

M. Fruits, animals, and living plants are prohibited.

N. No registered mail accepted.

O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail, and certified mail. Other classes of mail may not be accepted.

P. APO will be used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those mailable under part 124.81 are prohibited.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed *Free Matter for the Blind or Handicapped.*

U[1]. Limited to First-Class Mail weighing 12 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed *Free Matter for the Blind or Handicapped.* Video tapes prohibited when addressed to Box R regardless of weight.

U[2]. Limited to First-Class letters only when addressed to Box R.

W—Meat products, such as dried beef, salami, and sausage may be mailed, provided they remain in their original, hermetically sealed package and bear USDA certification. Mail may not contain other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves (200 grams of tobacco per parcel are permitted duty free—this includes chewing and pipe tobacco, snuff, cigars, and cigarettes), or obscene material, including obscene books, drawings, photographs, films, carvings, etc.

NO MAIL-ORDER CATALOGS MAY BE MAILED AS SAM OR PAL

Exhibit 125.2 (p. 8) Conditions Applicable to Mail Addressed to Military Post Offices Overseas

CHRISTMAS MAILING DATES—1986

Military Mail—Outbound

To assure the timely arrival at overseas destinations for Christmas delivery, all mail should be posted in the Continental United States (only) on or before the following dates in 1986:

Destination	Priority	Letters	Parcels		Surface
			Airlift Space Available		
			(PAL)	(SAM)	
Africa	1 Dec	1 Dec	10 Nov	3 Nov	3 Nov.
Alaska	8 Dec	8 Dec	1 Dec	24 Nov	24 Nov.
Hawaii	8 Dec	8 Dec			24 Nov.
Australia	24 Nov	24 Nov	10 Nov	3 Nov	17 Oct.
Caribbean/West Indies	8 Dec	8 Dec	24 Nov	17 Nov	17 Nov.
Central and South America.	24 Nov	24 Nov	15 Nov	3 Nov	31 Oct.
Europe	5 Dec	5 Dec	24 Nov	14 Nov	31 Oct.
Far East	5 Dec	5 Dec	24 Nov	14 Nov	17 Oct.
Greenland	1 Dec	1 Dec	24 Nov	17 Nov	31 Oct.
Iceland	8 Dec	8 Dec	24 Nov	17 Nov	31 Oct.
Mid-East	28 Nov	28 Nov	3 Nov	27 Oct	27 Oct.
South and East Asia	24 Nov	24 Nov	7 Nov	3 Nov	17 Oct.

Offices outside the Continental United States, i.e., Puerto Rico, Virgin Islands, Hawaii, Alaska, and Trust Territories, should advise customers of actual posting dates which will insure that Christmas mail en route to other countries is available in the Continental United States by the dates listed above.

Military Mail—Inbound

To assure the timely arrival and delivery at United States destinations, all mail should be received at the gateway points by the following dates:

Destination	Priority	Letters	Parcels		Surface
			Airlift Space Available		
			(PAL)	(SAM)	
Gateway Points	12 Dec	12 Dec	8 Dec	24 Nov	

International Mail—Outbound

Destination	Air Parcels	Airmail Letters/Cards	Surface
North and Northwest Africa	24 Nov	1 Dec	3 Oct.
Australia	24 Nov	24 Nov	3 Oct.
Caribbean/West Indies	12 Dec	12 Dec	3 Nov.
Central and South America	5 Dec	5 Dec	3 Nov.
Europe	1 Dec	5 Dec	3 Nov.
Far East	1 Dec	5 Dec	17 Oct.
Mid-East	24 Nov	28 Nov	17 Oct.
Southeast Asia	24 Nov	24 Nov	3 Oct.
Southeast Africa	24 Nov	1 Dec	3 Oct.
West Africa	24 Nov	1 Dec	3 Oct.

Offices outside the Continental United States, i.e., Puerto Rico, Virgin Island, Hawaii, Alaska, and Trust Territories, should advise customers of actual posting dates which will insure that Christmas mail en route to other countries is available in the Continental United States by the dates listed above.

—Mail Processing Dept., 3–20–86.

FORMS UPDATE

Forms Update is a monthly article listing changes in forms used by the Postal Service nationwide. This list reflects only the forms that are available from the Supply Centers. It does not include experimental forms; forms designed for limited or local use; or forms not stocked in the Supply Centers. Forms that are not stocked are distributed directly to the offices required to use them.

Forms are categorized as new or revised, and are listed in order by number within each category. In the revised category, the third column indicates the date of the oldest issue that may still be used. When only the current issue may be used, the revised issue date will be listed. A list of forms that are now obsolete are noted also.

New Forms

Form number and date	Title
1515, 11/85	Seized Property Report
2548–5, 09/85	Individual Training Record—Window Clerk
2548–9, 09/85	Individual Training Record—Distribution Clerk
4243, 09/85	National Five-Digit ZIP Code and Post Office Directory Order Form
7425, 10/85	Excess Real Property Report

Revised Forms

Form number and date	Title	Oldest usable date
616, 12/85	Description of Test Mail	09/70
1121, 12/85	Franked Mail and Federal Government Mail—Other Agencies Special Service Fees for Incoming and Originating Mail.	12/85
1134, 06/85	Advance Selection Log	05/71
1135, 06/85	AP Stratum Totals	04/77
1145, 06/85	Tally Sheet	05/71
1338, 11/85	Station Branch or Community Post Office Proposed Establishment.	11/85
1586, 11/85	Supply Record (Card)	02/80
2489, 12/85	Identification of Physical/Mental Disability.	02/85

Revised Forms—Continued

Form number and date	Title	Oldest usable date
2548, 12/85	Individual Training Record—Supplemental Sheet.	12/85
2926, 01/86	Sender's Request for Recall or Change of Address of International Mail.	01/86
2976, 01/86	Customers—Douane C1	03/75
3227, 09/85	Stamps by Mail	09/85
3294, 11/85	Cash and Stamp Count and Summary.	11/85
3541, 04/85	Statement of Mailing 2nd-Class PUBS Except Requester Publications.	12/84
3650, 12/85	Mailing Revenue Statement—International Surface Airlift for Publication & Printed Matter.	11/84
3845, 12/85	Annual Verification of Circulation.	08/79
3849A, 10/85	Delivery Notice or Receipt	05/79
4098BK, 10/85	Employee Identification (Back).	10/85
4098FR, 10/85	Employee Identification (Front).	10/85
4583, 01/86	Physical Fitness Inquiry for Motor Vehicle Operators.	01/85
4811, 01/86	Low Voltage Equipment Lockout Tag.	01/86
5850B, 12/85	Intelpost Transmittal	08/84
7400A, 10/85	General Conditions to Form 7400.	10/85
7415A, 10/85	General Provisions to Lease Extension Agreement.	10/85
CA2, 02/85	Federal Employee's Notice of Occupational Disease and Claim for Compensation.	02/85
CA17, 08/85	Duty Status Report	08/85
TD W4, 01/86	Employee's Withholding Allowance Certificate.	01/86

Obsolete Forms

Form number and date	Title	Obsolete date
1080, 06/83	Self-Service Vending Equipment Inventory Report.	02/86
1593, 12/75	Claim Transmittal and Acknowledgment.	03/86

—Office of Data Management, 3–20–86.

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/city	Names covered	Product
CO, Durango 81301–4232	Rocky Mountain Traders & Rocky Mountain Traders Future Millionaires Society, 125 East 32nd Street, Suite 810.	A lottery with respect to a promotion called Rocky Mountain Traders & Rocky Mountain Traders Future Millionaires Society offering up to $98,415.00 in profits or earnings.

—Judicial Officer, 3–20–86.

SAFETY BULLETIN

No: 86–1

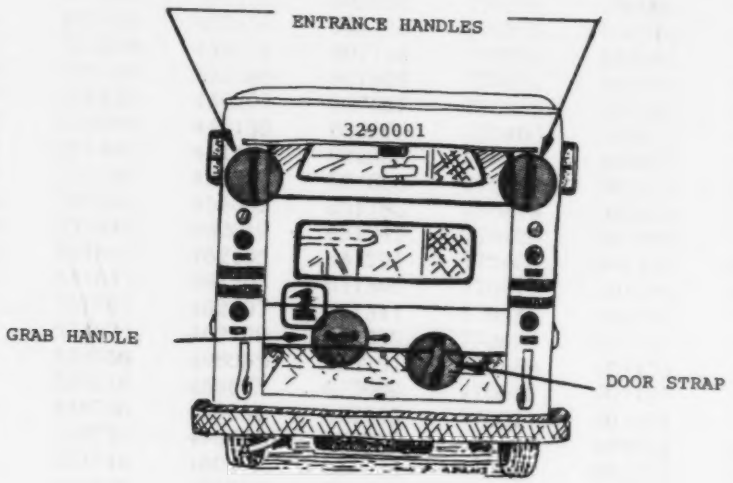
AM GENERAL FJ–8A AND FJ–8C, 1/2 TON VEHICLE REAR DOOR PANEL JOINT SAFETY GUARD

Recent accident/injury reports indicate a number of incidents involving the rear door of the FJ–8A and FJ–8C, ½ ton vehicles. Apparently, some employees are experiencing finger tip injuries while closing the rear door. The tip of the fingers are placed between the door panels and are being pinched or amputated as the door closes.

To minimize the potential for this type of personal injury, all vehicle operators are reminded that they are to use *only* the door strap and grab handle when closing rear doors on all roll-type doors. The locations of the entrance handles, grab handle and door strap are shown in the illustration. At no time should drivers place their hands on the panels or fingers in the gap between the panels.

Supervisors are urged to present safety talks on this subject to all employees, as appropriate. Document safety talks in accordance with Section 313.3, EL–801, *Supervisors Safety Handbook.*

A Vehicle Modification is being developed and will be issued in the near future to correct this condition. It is expected that this modification will be implemented on all subject vehicles early in fiscal year 1987.



INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21557** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010012	108005	253057	336037	490041	705116	770667	901233	926801
010300	109017	272014	336068	490045	705166	770718	901266	926812
016026	110049	274107	336225	498011	711210	770799	901272	927275
016230	112088	274111	336323	503160	713029	770831	901284	927308
016260	112091	279014	336628	505100	722053	770956	901296	927311
018066	112129	280033	336638	520025	723003	778004	901297	927320
018107	113084	282194	336808	520029	750102	782221	901301	931889
018129	114065	283001	337037	522008	752483	782259	901302	935020
019044	114071	294061	337062	532215	752496	782261	901321	937070
021159	114085	294131	339003	532223	752530	782272	901324	937104
021259	115831	294143	372250	551123	752552	787301	901329	940191
023016	115847	303161	381008	551125	760029	791063	901412	940285
023018	115851	303278	381050	551170	760228	791064	902082	941312
024014	117134	303374	381147	551186	760259	791068	902436	945233
027033	117164	303408	381158	554508	760269	791072	902457	945237
033018	117225	303483	381244	554513	760281	791075	912036	945250
038074	117298	303508	381267	554533	761049	791079	912231	945254
054032	122046	303511	381306	591900	761286	794010	913299	945255
064049	122050	303531	381359	598042	770043	794065	913344	945257
069212	122104	303537	381361	600058	770068	794077	913374	945261
069220	122109	303539	382004	600274	770072	800053	913392	945266
069223	122111	303565	402076	600608	770120	801009	917502	946096
069250	122115	303578	403009	600688	770146	801012	917525	948028
071472	139010	303624	403011	600689	770149	802276	917551	949034
075094	142041	303634	404100	601514	770163	802436	917571	950143
075097	142145	314118	405050	601558	770190	802442	917585	951169
078103	146005	314534	414001	601771	770191	802465	917599	951187
079024	170081	314542	431004	602004	770199	802468	921182	952040
079070	185017	319005	432129	602006	770219	841221	921222	954203
079378	188001	325106	432152	605162	770268	850095	921298	954207
080115	191321	327056	432155	605164	770270	850360	921300	958143
080116	191402	327078	432174	607116	770298	850405	921301	981293
080127	191413	328108	432186	607603	770351	882071	921304	981349
080137	191447	328122	439201	607627	770368	895107	921318	981398
085004	191492	331063	441159	620005	770400	900075	921322	981511
100561	193109	331496	441429	622068	770402	900627	921333	981525
101015	200163	331508	452038	624006	770407	901018	921334	981535
101079	200192	331604	454082	631182	770419	901079	921346	981559
101275	206023	331618	462049	631247	770429	901080	921347	984064
101333	206029	331619	462195	631291	770466	901128	921358	985020
101334	208055	331647	462203	631300	770513	901130	922027	992142
101397	208065	331703	462207	631311	770535	901131	922035	995194
101485	208066	333274	462209	631329	770574	901161	924098	995203
101508	208072	333356	468053	658101	770589	901173	924107	997087
101660	209002	333716	468063	672009	770612	901187	926603	997088
101727	209006	333726	480094	672105	770621	901201	926667	997089
103009	209017	333730	480281	678003	770636	901202	926752	997090
104021	220085	333743	480307	681124	770640	901210	926773	997110
104034	221028	334172	480315	701041	770641	901211	926775	
105068	221046	335058	485003	701448	770644	901225	926786	
107100	221065	335208	489028	701463	770658	901226	926800	

—Customer Services Dept., 3–20–86.

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UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition*, to the Eastern Area Supply Center, Somerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo./Yr.)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

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21559

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

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PB 21559—March 27, 1986—16 Pages

NEWARK PUBLIC LIBRARY

APR 16 1986

U.S. GOVT. DEPOSITORY

Overstocking Form 4584, *Observation of Driving Practices*

Positive use of Form 4584 in an educational manner is an important measure in motor vehicle accident prevention. To ensure a high standard of professional driving performance, supervisors conduct street observations semi-annually, and at other periods deemed appropriate, for each driver under their direct supervision. New drivers and employees who are reassigned or promoted to positions which require driving duties are evaluated on their driving habits after 30-, 60-, and 80-day time periods (or at other appropriate intervals if the driver's probationary period is less than 90 days). Street observations are also conducted at least once each accounting period on all motor vehicle/tractor trailer operators and carriers who have less than two years of postal driving experience. Vehicle operations analysts, street supervisors, and all other supervisors who are responsible for conducting observations must familiarize themselves with defensive driving techniques so that they can conduct effective observations.

Based on these requirements for conducting street observations, it is estimated that one million observations were conducted within the last year. However, since this form was revised in March 1985, over 2.1 million copies have been distributed to the field and little more than ½ million copies remain in the supply centers. This indicates that *Form 4584 is being overrequisitioned from the area supply centers.* Since there is still an estimated year's supply of Form 4584 in field offices, the form will not be reprinted for at least another six months. To conserve remaining stock, the supply centers will restrict issuance. It is requested that each office judiciously manage further procurement of this form and avoid stockpiling.

—Employee Relations Dept., 3–27–86.

International Mail—Prohibited Items

We have received reports that some offices are accepting alcoholic beverages for mailing to Canada. This notice is to remind all employees that intoxicating liquor, beer, and wine cannot be mailed to Canada or any country.

The prohibition is stated in the INTERNATIONAL MAIL MANUAL section 139.82 and the individual country listing for Canada.

—Rates & Classification Dept., 3–27–86.

Missing Postal Bulletins

If, for any reason, your scheduled delivery of the POSTAL BULLETIN does not arrive at your postal facility, contact the Eastern Area Supply Center at PEN 440–2211 or (201) 725–2720, Extension 211.

For your convenience, these telephone numbers are now printed on the back page of the POSTAL BULLETIN.

Nonpostal subscribers should contact the Superintendent of Documents, Government Printing Office, at (202) 783–3238 for missing Bulletins.

—Information Resource Management, 3–27–86.

45-Year Service Award Pins

The stock of 45-year Service Award Pins, Item No. 0–917–H, is depleted. This will be replenished at the Area Supply Centers within approximately 30 to 45 days. Availability will be announced in a future POSTAL BULLETIN.

—Employee Relations Dept., 3–27–86.

All personnel processing mail for dispatch abroad

Foreign Order Notice

Correction for P.B. No. 21558, dated March 20, 1986. The Foreign Order Notice No. 143 is *corrected to read: Foreign Notice No. 152.*

—Judicial Officer, 3–27–86.

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Pl. 3:

22-Cent Duke Ellington Commemorative Stamp

The 22-Cent Duke Ellington commemorative postage stamp will be placed on sale April 29, 1986, in New York, NY. Edward Kennedy "Duke" Ellington, jazz composer, orchestra leader and pianist, was one of the first to compose and arrange jazz music for a large orchestra. Many of his recordings like "Mood Indigo" and "It Don't Mean a Thing" became as popular in Europe as they were in the United States.

This is the 19th stamp to be printed by a private firm under the terms of a contract awarded by the Postal Service on September 8, 1983, and the 26th printed by that firm since 1979.

Do Not Sell Before April 30, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 50.

Collector information is on page 9.

Supply. All post offices will receive their standard automatic distribution quantities for a 50-subject commemorative stamp. *Supplemental requisitions will not be honored at the Bureau of Engraving and Printing for item* ***405.***

Stamp distribution offices requiring additional stamps may order them from their Regional Accountable Paper Depositories using separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.* Limited quantities of this stamp will be shipped to Regional Accountable Paper Depositories for filling supplemental orders. All other post offices requiring additional stamps should immediately requisition them from their stamp distribution offices on separate Forms 17A.

Before requisitioning additional stock, consider that the stock should be depleted prior to June 29, 1986, at all post office outlets except authorized philatelic centers.

—Customer Services Dept., 3–27–86.

Domestic First Flight Cachets

Official cachet and philatelic treatment for the first flight service described below is authorized in Section 244.63, POSTAL OPERATIONS MANUAL.

Covers to be sent on the flights must be prepared in accordance with the following instructions:

1. All covers must be addressed with First-Class postage affixed.

2. A clear space, 2½ by 2½ inches on the lower portion of the envelope and to the left of the address, must be allowed for the cachet. An additional 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark, and each envelope should contain a filler of postal card thickness to assure good impressions of the cancellations.

3. The covers must be placed in outer envelopes and mailed to reach the office applying the cachet no later than three days before the scheduled date of the flight. "First Flight Covers" should be written in the lower left corner of outer envelopes.

4. Aerogrammes and postal cards will not be accepted.

There will be a limit of 50 covers per customer per flight. Covers already postmarked and those not prepared in accordance with instructions will not receive cachets or cancellations.

Specific instructions for the flights are as follows:

Trans World Airlines

On June 6, 1986, Trans World Airlines will inaugurate round-trip service between St. Louis, Missouri and Honolulu, Hawaii.

The following cancellations may be obtained:

St. Louis to Honolulu
Honolulu to St. Louis

Cachets to be applied by	Send covers to
St. Louis Post Office	Postmaster St. Louis, MO 63155–9998
St. Louis Airport Mail Facility	Operations Manager Airport Mail Facility Lambert Field 9855 Air Cargo Rd. St. Louis, MO 63155–9740
Honolulu Post Office	Postmaster Honolulu, HI 96820–9998
Honolulu Airport Mail Facility.	Operations Manager Airport Mail Facility Honolulu International Airport Honolulu, HI 96820–0799

—Customer Services Dept., 3–27–86.

NEW FORM 1360, *ADP SECURITY INCIDENT REPORT*

A new PS Form 1360, *Security Incident Report,* has been designed for reporting incidents that may violate automatic data processing (ADP) security. The information obtained from the new form will be used to construct a more complete and accurate picture of the Postal Service ADP security posture. A new Management Instruction (AS–870–86–1, 3–3–86) is being distributed to provide guidance for completing the new Form 1360.

All postal employees are responsible for reporting incidents they suspect may involve computer crime or ADP security violations to the appropriate officials cited on the reverse of Form 1360. This applies to all security incidents that occur on postal property or involve postal resources.

Violations of ADP security include—but are not limited to—the following examples:

a. Unauthorized access to data or computer equipment.

b. Use of Postal Service computer equipment to assist in a crime.

c. Illegal removal of postal property (i.e., hardware, software, computer equipment, etc.) from postal premises.

d. Unauthorized use of Postal Service computer equipment, such as games, resumes, etc.

e. A series of unsuccessful attempts to log-on from a remote terminal (i.e., improper user identification code or password given repeatedly from the terminal).

f. Intentionally disabling any access or control facility (hardware or software).

g. Terminals receiving unexplainable output (i.e., receiving information not specifically requested).

h. Leaving a terminal device unattended while signed on and connected to a system.

For further information regarding postal policies defining and governing ADP security, see the following postal directives:

1. MI AS–830–84–7, *Request for Computer ID,* 7/30/84.

2. MI AS–850–85–1, *Personal Computer and Office Automation Security,* 1/10/85.

3. Automated Information Security Policy, POSTAL BULLETIN 21494, 1/10/85.

4. Headquarters Circular 81–4, VIII–B–18, *Headquarters Security,* 9/10/81 (HQs employees only).

Forms 1360 and Management Instructions may be obtained from the Eastern Area Supply Center. Use PS Form 7380, *Supply Center Requisition,* to request supplies.

—Information Resource Management Dept., 3–27–86.

DMM Revision

SECOND-CLASS PALLETIZATION

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 467.342, is revised to allow mailers of second-class publications who are authorized to palletize sacks, to prepare Transfer Hub pallets after all required 5-digit, 3-digit, SCF and SDC pallets have been prepared.

The DMM is revised as follows:

Chapter 4—Second-Class Mail

* * * * *

460 Preparation of Bulk-Rate Mailings

* * * * *

467 Bundling and Palletizing

* * * * *

467.3 Palletizing Sacks

* * * * *

.342 Sortation

* * * * *

e. Optional SDC Pallets. If, after all required 5-digit pallets, optional multi-coded city pallets, required 3-digit pallets and required SCF pallets have been prepared there are 650 pounds or more of sacks remaining that are destined for ZIP Codes served by the same State Distribution Center (SDC), they must be placed on a pallet labeled to that SDC. SDC pallets must be labeled to the destination SDC in accordance with 467.243. The pallet label must contain the information required for destination pallets in 464.32c, in the format required by that section.

f. Optional Transfer Hub Pallets (SACKS ONLY). If, after preparing all required 5-digit pallets, optional multi-coded city pallets, required 3-digit pallets, required SCF pallets and required SDC pallets and there are 650 pounds or more of sacks remaining that are destined for ZIP Codes served by the same Transfer Hub, a Transfer Hub pallet may be prepared. Transfer Hub pallets must be labeled in the following manner.

Line 1:	Designated Transfer Hub facility and lowest 3-digit ZIP Code served by the Transfer Hub.
Line 2:	Contents (2C or NEWS).
Line 3:	City and State of the post office of mailing.

These revisions will be incorporated in a future issue of the DMM.

—Mail Processing Dept., 3–27–86.

DMM Revision

Postal Law Violations

Effective immediately, the DOMESTIC MAIL MANUAL (DMM) 114.2 is revised to update the addresses to send information and complaints concerning a possible postal law violation. The DMM is revised as follows: 114.2 POSTAL LAW VIOLATIONS. Send information and complaints concerning a possible postal law violation to the Regional Chief Postal Inspector, Attn: Management Operations Support Center, at the address listed below:

Regional Chief Postal Inspector
Attention: MOSC
Northeast Region
1633 Broadway, 2nd Floor
New York, NY 10097–0100

Regional Chief Postal Inspector
Attention: MOSC
Eastern Region
1 Bala Cynwyd Plaza, Suite E–300
Bala Cynwyd, PA 19004–9000

Regional Chief Postal Inspector
Attention: MOSC
Central Region
433 W. Van Buren
Main Post Office Building, RM 712
Chicago, IL 60607–5401

Regional Chief Postal Inspector
Attention: MOSC
Southern Region
1407 Union Avenue, 10th Floor
Memphis, TN 38161–0001

Regional Chief Postal Inspector
Attention: MOSC
Western Region
850 Cherry Avenue, 4th Floor
San Bruno, CA 94098–0100

These changes will be incorporated into a future revision to the DMM.

—Inspection Service, 3–27–86.

Revision

PEN Trouble Reporting Procedures

The Postal Service's Private Electronic Network (PEN) has been installed at most major postal facilities and has been in operation for several months. Telephone coordinators have been calling troubles to the PEN trouble desk at headquarters.

After **March 30th,** telephone coordinators should immediately report troubles to the Customer Support Branch (CSB) at the NISDC. The number to the Customer Support Branch is **PEN 878–5001** or Commercial **(919) 878–5001.**

The information supplied to the CSB should be as detailed as possible and should include the following:

1. The telephone coordinator's name, PEN number, and commercial number.

2. The name of the coordinator's facility and the name of the facility that is having the problem, if different from the coordinator's.

3. The telephone number(s) that originated the problem call. This is the telephone number from which the call was placed.

4. The terminating telephone number(s). This is the telephone number that the caller dialed or tried to dial.

5. The exact time and date that the call attempts(s) was made. This information is critical because it is used to trace the actual circuitry that the call traveled.

6. A description of what occurred when the caller placed the call. For example:

a. The caller dialed "8" and the called-to PEN number and heard a hi-lo beeping tone. The called party never answered.

b. The caller dialed "8," an area code, and a commercial number; received the beeps to insert an authorized code; started to put in the code and received a dial tone again. The call was not completed.

c. The caller dialed "8" and a PEN number, heard ringing, and when the called-to party answered, neither party could hear because of noise on the line.

A good description of what happened when the call was attempted will help the technician correct the problem quickly.

—Information Resource Management, 3–27–86.

SAFETY IS NO ACCIDENT

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
GA, Eatonton 31024–0850	Pyramid Financial Reports, P.O. Box 850	A work-at-home scheme involving stuffing of envelopes and requiring a $15.00 deposit to participate.
WI, Milwaukee 53201–0827	Michael J. Christopher, P.O. Box 827	The purchase of airline tickets.

—Judicial Officer, 3–27–86.

USE OF PS TAG 175—*EXPRESS MAIL SURFACE TRANSPORTATION*

A new tag PS 175, is being introduced to alert mail handlers that Express Mail pieces bearing the tag are **not** to be sent to the AMF for air transportation.

At the appropriate origin operation, this tag will be affixed to the pouch closure staple of each piece of Express Mail which is routed via surface transportation to its destination distribution facility. Outside pieces will have the tags taped next to the Express Mail label with transparent tape to avoid damaging the tag unnecessarily. If the surface transportation is missed for any reason and air transportation is selected as an alternate routing, the tag will be removed prior to dispatch to the airport.

Destination receiving units that handle these dispatches must remove the tags carefully and forwarded them to the work station where these tags are stored for reuse on outgoing dispatches.

Facility management will be responsible for training their personnel in the purpose and use of this tag.

Tags are now available in the supply centers. Each three digit mail processing facility should requisition 500 tags as an initial supply. As an average, this quantity should be sufficient for three to six accounting periods d ›ending on the size of the facility. Keep in mind there will be incoming tags for reuse. Subsequent requisitions should be limited to 250. MSC Manager/Postmasters will control tag requisitions to cover facilities under their jurisdictions.

The tag is printed in three conspicuously bright colors on durable tag stock with the intent that it be reused several times before it is discarded for wear.—*Mail Processing Dept., 3–27–86.*

Treasury Check Envelopes—Color Change

Effective with the scheduled delivery of Social Security Supplemental Income checks (SSI) on April 1, 1986, the envelopes bearing these checks will be light grayish-blue in color. SSA checks, due on the third day of the month, will continue to be mailed in brown envelopes.

—*Mail Processing Dept., 3–27–86.*

Service Award Folders

The last procurement of blue Service Award Folders, Item No. 0–1100–K, produced some defective folders. The folders have a tendency to warp after they have been removed from the carton. Action has been initiated to correct this, and new folders should be available at the Area Supply Centers by May 31.

—*Employee Relations Dept., 3–27–86.*

Second-Class Transfer Hubs

Albuquerque, NM is presently designated as the Primary Hub for second-class mail destined for three-digit ZIP Codes 850–864.

Effective April 19, 1986, Phoenix AZ will serve as the Primary Hub for originating and destinating second-class mail for three-digit ZIP Codes 850–864.

—*Mail Processing Dept., 3–27–86.*

Prevent bulk stamp shipment delays—Verify that item number and quantity entered on bulk stamp requisitions are correct.

EXPRESS MAIL INTERNATIONAL SERVICE (EMIS)—DELIVERY RECORDS

EMIS delivery procedures are summarized below. It is imperative that managers assure that all steps, *particularly steps B and C,* are followed.

A. International Exchange Offices. International Exchange Office employees must:

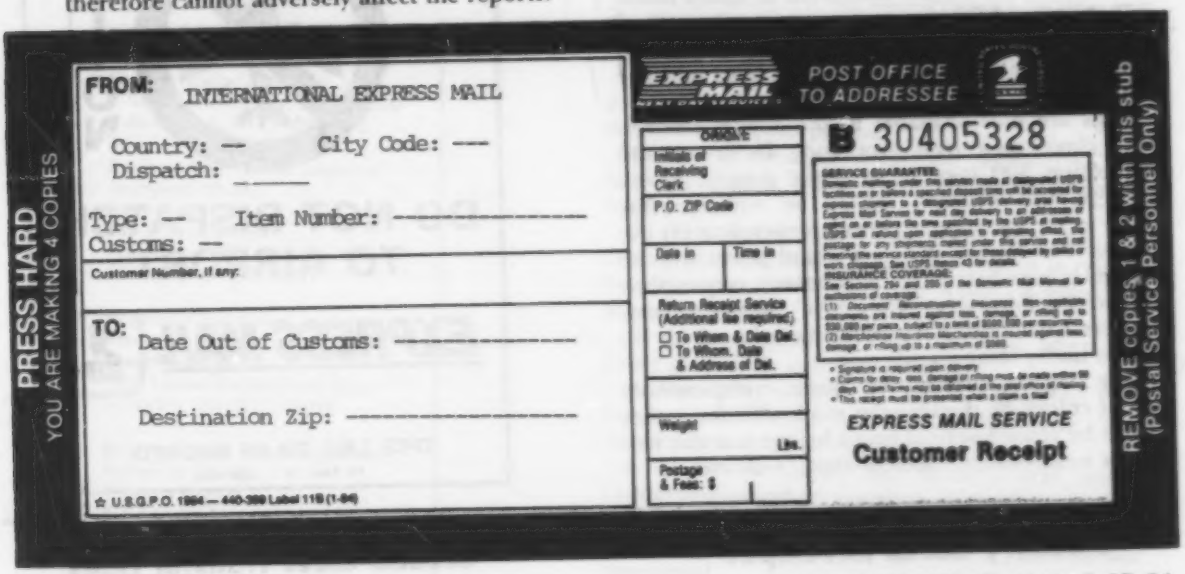
1. Record data regarding the incoming item on a terminal.
2. Complete Label 11B, *Express Mail Next Day Service Post Office to Addressee,* for the item.
3. Affix Label 11B to the item.
4. *Note:* the international Label 11B is distinct from the domestic Label 11B because it is overprinted, as illustrated below.

B. Delivery Employees. Delivery employees must:

1. Obtain a completed delivery receipt (part 3 of Label 11B) for the item.
2. Forward the delivery receipt to the Electronic Marketing Report System (EMRS) data entry site at their MSC.

C. EMRS Data Entry Sites. EMRS employees at the MSCs must:

1. Understand the importance of the delivery receipt part of Label 11B for an EMIS item.
2. Enter the delivery information from the delivery receipt into the EMRS.
3. *Note:* delivery information for EMIS items is not reflected in the Domestic Performance reports and therefore cannot adversely affect the reports.



—Rates & Classification Dept., 3–27–86.

DMM, F–1 Revision

POSTAL SAVINGS SYSTEM

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 944 and Handbook F–1, *Financial Handbook for Post Offices,* 334 are revised to update information concerning the Postal Savings System.

The DMM is revised as follows:

944 Postal Savings

The Postal Savings System was discontinued by Public Law 89–377, approved March 28, 1966. The effective date for closing the system was April 27, 1966. The final expiration date was July 13, 1985, regarding inquiries that could lead to recovery of monies invested in Postal Savings Accounts and/or Postal Savings Certificates.

The F–1 is revised as follows:

334 Items Not Acceptable

The following items must not be accepted, but information as to their disposition should be given in response to inquiries:

a. Postal Savings Certificates—Are of no value after July 13, 1985.

b. Coupons from Bonds—Holders should be referred to a bank.

c. Foreign Currency—Refer holders to a bank that deals in foreign exchange.

d. Canadian Denominative Money Orders—(postal note type) and Canadian notched money orders not showing office of payment in U.S.

These changes will be incorporated into a future revision to the DMM and F–1.

—Dept. of the Controller, 3–27–86.

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employees to read.

Vendor	Street Address	City	State	ZIP + 4
Alfi's Pants Ltd	P.O Box 397	Vails Gate	NY	12584–0387
All American Footwear	16 S. 9th St	Minneapolis	MN	55402–3106
All American Sports	915 Lincoln Rd	Idaho Falls	ID	83401–2199
Alpack Tape and Stencil Co	161–14 45th Ave	Flushing	NY	11358–3138
Anthony's Specialty Shoes	210 N. Broadway	Pennsville	NJ	08070–1409
Baeder's Shoe Store	457 S.W. 152nd	Seattle	WA	98166–2208
Birkenstock Footprints	279 Chemeketa N.E	Salem	OR	97301–3440
Clennon's Inc	12 W. Central	Springfield	MN	56087–1402
Community Pharmacy	3600 Tower Ave	Superior	WI	54880–5337
Cop Shop	803 E. Baltimore St	Baltimore	MD	21202–4701
David's Famous Name Shoes, Inc.	75 First St	Cambridge	MA	02141–1804
Dick's Shoes of Venice	668 S. Tamiami Trail	Venice	FL	33595–3225
Distinctive Uniforms	1774 Little Creek Rd	Norfolk	VA	23518–4202
Downey's Shoe Arbor	417 Wesleyan Park Plaza	Owensboro	KY	42301–5455
Edwards Shoe Store	207 E. Main St	Palmyra	NY	14522–1127
Endicott Johnson Corp	2255 Ridge Rd. E	Rochester	NY	14622–2696
Factory Discount Shoes	1600 Main St	Murray	KY	42071–2252
Freeman, Vonnie	377 W. 23rd	Durango	CO	81301–4809
G&T Shoes	236 Main St	Chico	CA	95928–5436
Guess Uniform Sales	610 N. Riverside Dr	Ft. Worth	TX	76111–4522
Howard Shoes	Opera House Merchants Row.	Rutland	VT	05701–5910
I&S Police Uniforms & Equipment.	14268 Telegraph Rd	Whittier	CA	90604–2901
Inman Uniform Inc	1305 Cambridge St	Cambridge	MA	02139–1339
Jock Shop	5825 W. Sahara	Las Vegas	NV	89102–3105
Kelly's Hong Kong Imports	331 Riverside Mall	Baton Rouge	LA	70801–1308
Larry's Orthopedic Service	4806 Folsom Blvd	Sacramento	CA	95819–4437
M&B Stores Inc	35 Larkfield	E. Northport	NY	11731–1801
Medicraft	1313 York Ave	New York	NY	10021–5304
Mostly Uniforms	147 Main St	Oneonta	NY	13820–2501
Nava Shoes	1049 Morris Park Ave	Bronx	NY	10461–1489
Nichols Hide-Out	114 E. 12th St	Benton	KY	42025–0234
Outdoor Impressions	485 S. Stonestreet Ave	Rockville	MD	20850–4132
Pal Business Apparel	9120 W. Hampton Ave	Milwaukee	WI	53225–4960
Pam's Uniforms	322 N. H St., Ste. F	Lompoc	CA	93436–6023
Private Line	2967 N.W. Raleigh St	Portland	OR	97210–1975
Professional Look Uniforms	229 Leatherman Rd	Wadsworth	OH	44281–9236
Rainbow Shoes	141 S. 6th St	Brawly	CA	92227–2429
Red Wing Shoe Store	6036 Balto. Nat'l. Pike	Catonsville	MD	21228–2903
Red Wing Shoe Store	912 Knox Abbot Dr	Cayce	SC	29033–3320
Red Wing Shoe Store	8423 W. 95th St	Overland Pk	KS	66212–3218
Red Wing Shoe Store	98–1247 Kaahumanu St	Aiea	HI	96701–5311
Red Wing Shoes and Repair	45 Towne Center, 2 E. Main St.	Danville	IL	61832–5843

—Labor Relations Dept., 3–27–86.

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Duke Ellington Commemorative Stamp

A 22-Cent commemorative stamp honoring Edward Kennedy "Duke" Ellington will be issued April 29 in New York City. It is the ninth stamp to be issued in the Performing Arts Series.

Music critics called Duke Ellington "the master." Jazz critic and historian Ralph J. Gleason said he was "the greatest composer this American society has produced. . . . a master musician, master psychologist, master choreographer."

Ellington has been credited with creating the single most durable body of original jazz compositions in the history of music. He brought listening and dancing pleasure to millions with compositions such as "Satin Doll" and "Mood Indigo."

It was the Ellington band's five-year association with Harlem's showplace, the Cotton Club, and its national, nightly broadcasts that brought the band widespread fame.

Jim Sharpe of Westport, Connecticut, designed the stamp which features a profile of Duke Ellington superimposed over the partial image of a piano keyboard.

Procedures for ordering first day cancellations are as follows:

Customers are urged to purchase stamps and affix them to their own envelopes. All envelopes must be addressed on the right side at least ⅝ of an inch up from the bottom. Mail covers by May 29 to: Customer-Affixed Envelopes, Duke Ellington Stamp, Postmaster, New York, NY 10001–9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by May 29 to Duke Ellington Stamp, Postmaster, New York, NY 10001–9992. The cost is 22 cents for each stamp requested. Personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash.

After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–10
Remove after May 29

PLEASE POST ON BULLETIN BOARD

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21558** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010004	110049	272014	336323	505100	705116	770636	901161	922035
010012	112091	274107	336628	511625	705166	770640	901173	924098
010300	112129	274111	336638	520025	711210	770641	901187	924107
016026	113084	275049	336808	522008	713029	770644	901201	926462
016230	114065	282193	337037	532215	713036	770658	901210	926603
016260	114071	283001	339003	532223	722053	770667	901211	926667
018129	115831	294061	372250	551123	723003	770718	901225	926752
019044	115847	294131	381008	551125	750090	770799	901226	926773
023016	115851	294143	381050	551133	750102	770831	901233	926775
023018	117134	303161	381147	551170	752483	770882	901266	926786
024014	117138	303278	381158	551186	752496	770956	901272	926800
025005	117163	303374	381244	554508	752530	778004	901284	926801
027033	117164	303408	381267	554513	760029	782221	901297	926812
033018	117225	303483	381306	554533	760228	782259	901301	927022
038074	117298	303508	381359	591900	760259	782261	901322	927275
054032	122046	303511	381361	598042	760261	782272	901324	927308
064049	122050	303531	382004	600058	760269	784125	901329	927311
069212	122104	303537	402076	600274	760281	787301	901412	927320
069220	122109	303539	403009	600608	761049	791063	901455	931889
069223	122111	303565	403011	600688	761286	791064	902082	935020
069250	122115	303578	404100	600689	762006	791068	902436	937070
071472	139010	303624	414001	601514	770037	791072	902457	937104
075094	142041	303634	431004	601558	770043	791075	912036	941312
075097	142145	314118	432152	601771	770068	791079	912231	945237
079024	146005	314534	432155	602004	770072	794010	913299	949034
079070	170081	314542	432174	602006	770120	794065	913344	950143
079378	185017	319005	432186	605162	770146	794077	913374	951143
080115	188001	325106	439201	605164	770149	800053	913392	951169
080116	191321	327056	441159	607116	770163	801009	917236	951187
080127	191402	328108	441429	607627	770190	801012	917502	952040
080137	191413	328122	452038	612021	770191	802276	917525	954203
085004	191447	331496	454082	620005	770199	802436	917551	954207
100561	191492	331508	462049	622068	770219	802442	917571	958143
101015	191506	331604	462195	624006	770268	802465	917585	968224
101079	193109	331618	462203	631182	770270	802468	917599	981293
101275	200163	331619	462207	631247	770298	841221	921182	981511
101333	200192	331647	462209	631291	770351	850095	921222	981525
101334	208055	331703	468053	631300	770368	850360	921298	981535
101397	208065	333274	468063	631311	770400	850405	921300	981559
101485	208066	333356	480094	631329	770402	882071	921301	984064
101508	208072	333716	480281	658101	770407	891013	921304	985020
101660	209002	333726	480307	672009	770419	891223	921318	992142
101727	209006	333730	480315	672105	770429	895107	921322	995194
103009	209017	333743	485003	672143	770466	900075	921333	995203
104021	220085	334172	489028	678003	770535	901018	921334	997087
104034	221028	335058	490041	681124	770574	901037	921346	997088
108005	221046	335208	490045	701041	770589	901080	921347	997089
109002	221065	336037	498011	701448	770612	901118	921358	997090
109017	253057	336225	503160	701463	770621	901128	922027	997110

—Customer Services Dept., 3–27–86.

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MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21553 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
269 942 9300 to 9999
269 943 0000 to 0999
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
274 609 4285 to 4299
274 990 9045 to 9099
275 628 6344 to 6399
276 540 8653 to 8699
277 138 2424 to 2499
277 182 3933 to 3999
277 579 5683 to 5699
278 965 4400 to 4499
278 965 4900 to 4917
279 022 5467 to 5499
279 256 2135 to 2199
279 436 9365 to 9399
279 795 6200 to 6399
279 941 8435 to 8499
280 255 8618 to 8647
280 261 3139 to 3199
280 340 7356 to 7899
280 619 5719 to 5732
281 104 4550 to 4599
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 566 7600 to 7699
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
344 175 9580 to 9589
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
366 772 6702 to 6799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21556 article.

459,203,201 to 3,300
459,219,301 to 9,900
459,831,901 to 2,500
460,008,060 to 8,075
461,137,601 to 7,900
461,170,981 to 1,000
461,304,906 to 5,100
461,393,102 to 3,400
461,757,001 to 7,500
461,882,656 to 3,200
462,378,501 to 8,600
463,196,321 to 6,340
463,221,045 to 1,200
463,312,700 to 2,800
463,792,231 to 2,300
465,721,001 to 1,200
466,469,490 to 9,500
467,078,146 to 8,400
467,224,173 to 4,200
467,229,732 to 9,800
467,245,501 to 6,000
467,246,033 to 6,100
468,399,981 thru 468,400,000
469,281,701 to 1,800
469,899,682 to 9,720
470,922,901 to 3,300
472,349,101 to 9,600
472,395,284 to 5,400
474,094,501 to 4,800
474,155,876 to 5,900
475,972,101 to 2,160
475,977,186 to 7,240
476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
488,553,870 to 4,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
509,073,646 to 5,100
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
515,697,926 to 7,929
515,790,190 to 0,230
515,892,011 to 020
516,649,101 to 9,200
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
521,995,972 to 996,008

All personnel processing mail for dispatch abroad

FOREIGN ORDER NO. 153

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

Statesmen Club
P.O. Box 2079
and
Records Division
P.O. Box 2079
Vancouver, B.C.

FINAL ORDER

The tentative *Lottery Order* issued against the following has become final:

CANADA

Metrex International
P.O. Box 65810, Postal Station F
2160 Commercial Drive
and

CANADA—Continued

Ellen Paquette
P.O. Box 65810, Postal Station F
2160 Commercial Drive
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 3–27–86.*

Double Trouble
Worn wires cause fires.
So do too many extension cords in one outlet.
Replace faulty wiring.
Remove excessive cords.

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition*, to the Eastern Area Supply Center, Somerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21560

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

NEWARK PUBLIC LIBRARY

PB 21560—April 3, 1986—16 Pages

APR 22 1986

U. S. GOVERNMENT DEPOSITORY

Spring Philatelic Promotion Begins April 7

The eighth annual Spring Philatelic Promotion will take place April 7–18, 1986, with the campaign theme, "Get Hooked on Stamp Collecting—A Great Catch." The Fish Commemorative Stamp Booklet, which was issued March 21, will serve as the focal point. A colorful poster of the fish stamp designs has been distributed and should be displayed in lobbies of all CAG A–J Post Offices and their classified facilities until April 20.

This year's promotion will involve approximately 30,000 postal retail facilities nationwide and 700 military Post Offices overseas. It is designed to increase public awareness of stamp collecting as an educational hobby and introduce the enjoyment of topical stamp collecting. The principal objective is to increase the sale of recent U.S. commemorative stamp issues and stamp-related philatelic products.

Philatelic materials which should be used to support the 1986 Spring Promotion include all philatelic products featuring marine life. Local Post Offices and Philatelic Centers are reminded to check their inventory of the Fish Commemorative Stamp Booklet and topical philatelic products, particularly the $2.50 *Creatures of the Sea* and *Ships* collecting kits to ensure adequate supplies are available during the promotion.

Other current philatelic products which should be available during the promotion are the 1986 *Postal Service Guide to U.S. Stamps* ($3.50), the *1985 Commemorative Mint Set* ($8.00) and the *1985 United States Commemorative Stamp Collecting Kit* ($3.00).

Marine life is only one of a diverse range of topics which appeal to topical stamp collectors. The Postal Service has issued stamps on art and culture, black heritage, science and technology, women, architecture, great Americans, wildlife and sports, to name only a few. With such issues, philatelists can develop collections which reflect their personality, profession or special interest.

—Customer Services Dept., 4–3–86.

IMM Revision

International Mail—Bulgaria

Effective immediately, musical greeting cards are prohibited to Bulgaria. Any musical greeting cards received by the Bulgarian postal service will be destroyed. A future revision to the INTERNATIONAL MAIL MANUAL (IMM) will incorporate this change.—*Rates Classification Dept., 4–3–86.*

New Safety Course

A new safety training program, Collateral Duty Safety and Health (course No. 21591–00), is now available in the Postal Employee Development Centers. The self-paced training is designed for employees with designated safety responsibilities but who do not serve as full time safety officials.

The training features topics covering safety administration, safety standards, accidents, inspections, safety engineering, safety and health training, education, and promotion, safety committees, occupational health, and fire prevention. The training requires approximately 10–12 hours to complete. As each lesson is designed to stand alone, participants can arrange with the PEDC Manager certain blocks of time to work on the lessons without any adverse impact on their work schedules.

Local managers are encouraged to recommend the training for current and future ad hoc safety appointees.—*Employee Relations Dept., 4–3–86.*

Turn dials on protective equipment four complete turns.

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Pl. 3:

Label 108, *Express Mail Corporate Account Label*

Pictured below is the new Label 108, **Express Mail Corporate Account Label.** Use it to identify Express Mail shipments for which postage has been paid by an Express Mail Corporate Account. This label is designed to (1) reduce instances of retail acceptance employees refusing to accept items due to lack of postage and/or carriers charging postage due; and (2) increase awareness/visibility of the corporate account.

Did You Write Your Corporate Account Number on the Mailing Label?
CORPORATE ACCOUNT
EXPRESS MAIL
POSTAGE AND FEES PAID
Attention Acceptance Clerk:
Check for Corporate Account Number on the Mailing Label.
Label 108, July 1985

Label 108 is self adhesive. Affix it to Express Mail Corporate Account shipments in the area where postage is usually placed. Available in pads of 50, the label will be shipped from the contractor directly to all management sectional centers. Label 108 is also stocked in the area supply centers and may be ordered on Form 7380, *Supply Center Requisition.*

Express Mail Managers should distribute supplies of this label to current corporate account customers, customer services representatives and Express Mail acceptance personnel. Request that it be used on all Express Mail Corporate Account shipments. It is also a useful selling tool as an added convenience feature for potential corporate account customers.

Customer use of the label is voluntary but should be encouraged, since customers will benefit from increased visibility of their corporate account shipments.

Although the label should reduce the likelihood of Express Mail shipments being delayed or mishandled, postal managers should continue to reinforce proper performance of acceptance and other procedures for corporate account shipments among their employees.

—Customer Services Dept., 4–3–86.

Let's reduce costs, double check item numbers and quantities on all accountable paper requisitions.

Identifying and Separating Priority Mail

Priority Mail is First-Class Mail weighing over 12 ounces. It accounts for 3.5 percent of mail revenue. Better quality control is needed now to correct a growing problem of late deliveries connected with Priority Mail articles "leaking" into bulk mail distribution or being deferred in delivery.

Priority Mail meets its service standards only when it is isolated and separated as quickly as possible in acceptance, distribution and dispatch operations. MSC managers, postmasters, and managers of all customer services and mail processing operations are asked to review local Priority Mail operations with staff and line employees. At a minimum, consider taking the following actions:

1. Remind all employees with responsibilities for acceptance, distribution and dispatch about the importance of correctly marking and separating mail that is paid at the Priority rate, particularly *flats.* Periodic service talks on the effects of misidentifying and misdirecting mail, and reviews of window and station handling procedures, are appropriate.

2. To the extent possible, Postal Service employees must separate Priority Mail from First-Class letter mail before dispatch on trips to the mail processing facility. This avoids costly downstream handling. More importantly, it helps Priority Mail to meet the earliest available transportation out of the GMF. Act to resolve problems with facility layouts, equipment shortages, or vehicle sizes that may prevent making full local separations of Priority Mail.

3. Contact customers who deposit significant amounts of Priority Mail at collection points. Explain how proper marking will lead to correct separation of Priority Mail and improve delivery performance.

4. Check customer deposit points, such as "co-op" racks, VIM rooms, platforms and drops to see if additional separations for Priority Mail are feasible and warranted.

5. Customer Service Representatives should routinely educate customers and encourage feasible separations.

6. Remind all delivery employees that Priority Mail must be delivered on the first scheduled delivery trip after receipt at the delivery unit.

7. Once Priority Mail has arrived at the General Mail Facility, mail processing managers must ensure that it is properly identified and appropriately handled.

8. Mail processing supervisors should check periodically to ensure that Priority Mail is not mixed with Bulk Business Mail.

—Operations Support Group, 4–3–86.

P–11 Revision

NEW EXAMINATION REQUIREMENTS FOR CLEANER, CUSTODIAN AND CUSTODIAL LABORER POSITIONS

New examination requirements have been established for cleaner, custodian and custodial laborer positions. A *written examination,* M/N 911, replaces the rated application examination procedures for these positions.

I. Instructions for Establishing/Deactivating Entrance Registers

A. Those offices that have previously established entrance registers under the old (rated application) procedures and anticipate that there will be a need to fill cleaner, custodian or custodial laborer positions from an entrance register must reannounce and establish new entrance registers.

1. Offices must notify in writing all eligibles who obtained eligibility based on delayed or reopen application procedures that, (1) the examination requirements for these positions have changed and, (2) eligibles must reapply and compete in the new examination to maintain eligibility. The opening and closing dates of the examination announcement must be provided.

2. Follow established procedures for obtaining authorization to open entrance examinations and request announcement material.

3. The following statement, in **bold lettering,** must be added to each examination announcement:

> **The Postal Service has established new examination requirements for these positions. All eligibilities previously established will be terminated upon receipt of the new examination results. Therefore, all applicants who qualified on a previous examination for these positions must reapply and compete in the new examination to reestablish eligibility.**

B. Those offices that are in the process of establishing entrance registers under the old (rated application) procedures, i.e., have announced and have applications on hand to send to the National Test Administration Center (NTAC) for scoring must reannounce and take the following action:

1. Follow established procedures for obtaining authorization to open entrance examinations and request announcement material.

2. Return completed unscored application Forms 2591, *Application for Employment* and 5913, *Cleaner, Custodian, Custodial Laborer, Supplemental Experience Statement* to all competitors with a notice stating that, (1) the Postal Service has established new examination requirements for these positions and, (2) applicants must report for the written examination to establish eligibility. Provide sample questions for the M/N 911 examination and the date, time and place the applicant is to report for the examination.

3. Return to NTAC all Forms 5926, *General Purpose Answer Sheet* (4 positions), which applicants have completed for research questionnaire data, under separate cover with the package marked "used obsolete custodial materials".

4. The statement in I.A.3, must be added to each examination announcement in **bold lettering.** In addition, the following statement must be added in **bold lettering** to each announcement:

> **Applicants who previously applied during the period (*enter open and close date of recent announcement*) will be scheduled for the written examination and need not reapply.**

C. Those offices that are in the process of establishing entrance registers under the old (rated application) procedures and have forwarded all completed applications to NTAC for processing must reannounce and take the following action:

1. NTAC will return all applications submitted and automatically send new announcements, Forms 2479–A/B *Application/Admission Card* and sample questions for M/N 911 examination to the examinations specialist. NTAC will also send open/close letter which must be completed and returned to NTAC in order to establish correct open/close dates.

2. The statements referred to in I.A.3 and I.B.4 must be added in **bold lettering** to each announcement.

3. Return completed unscored application Forms 2591 and 5913 to each competitor with a notice stating that, (1) the Postal Service has established new examination requirements for these positions and, (2) applicant must report for the written examination to establish eligibility. Provide sample questions for the M/N 911 examination and the date, time and place applicant is to report for the examination.

D. Offices that have accepted applications under the old (rated application) procedures from veterans entitled to file under the delayed/reopen provisions and have not forwarded the applications to NTAC for scoring must take the following action:

1. Return completed application Forms 2591 and 5913 to each competitor with a notice stating that, (1) the Postal Service has established new entrance examination requirements for these positions and, (2) applicant will be required to report for a written examination to establish eligibility. If interested, applicant is to complete the enclosed Form 2479–A/B and return it to (*enter*

READEX best copy available

name and address of examination center) to be scheduled for the examination.

2. Hold Forms 2479-A/B for these applicants and test the individuals in conjunction with the first open announcement under the new examination requirements. There should be no undue delay in administering these examinations.

3. Establish one register from which all three positions can be filled. If an eligible is selected for one type of position his/her name would remain on the active register if the grade level(s) of the remaining position(s) for which the register is used is higher than the grade level of the position for which the eligible was initially selected, P–11, 265.832.

II. NTAC Processing Requirements

A. NTAC will send new examination announcement material to examinations specialists for requests currently on hand.

B. Order test material on Form 2487, *Requisition for Test Materials.* Include the following information on all orders: (1) anticipated number of sessions to be scheduled, (2) maximum number of competitors that can be tested in each session, (3) Examinations Specialist's PEN telephone number, (4) exam center finance number and, (5) finance number of vacancy office. Materials for the new M/N 911 examination are as follows:

—Examination Announcement for Cleaner, Custodian and Custodial Laborer (85305)
—Sample Questions—SQ 911 (86001)
—Form 2479-A/B, *Application/Admission Card*
—Examination 911 Test Booklets
Series 001
Series 002
Series 003
—Examiner's Booklet, Examination 911
Series 001
Series 002
Series 003
—Directions for Conducting Examination M/N 911
—Form 5925, *General Purpose Answer Sheet* (5 positions), (010085)
—Form 2523, *Time Record Sheet,* (010085)

III. Existing Entrance Registers

Existing entrance examination registers for these positions will remain in effect until examination results are received from NTAC; however, all installations must announce under the new examination requirements **no later than July 31, 1986.** Upon receipt of the results from the new examination, annotate the register cards with the notation "terminated on (date) as a result of newly established examination requirements". The inactive register cards must be retained in accordance with P–11, 251.32 and .33.

IV. Inservice Examination Requirements for Cleaner, Custodian and Custodial Laborer

Individuals who previously qualified under the old (rated application) procedures must reestablish eligibility under the new written examination requirement in order to be considered for these positions. Employees currently in positions of cleaner, custodian or custodial laborer do not have to requalify.

Make appropriate pen and ink changes/additions to P–11, Appendix B, Sections I and II. These changes will be incorporated in a future transmittal letter to P–11.

—Employee Relations Dept., 4–3–86.

Revised SF 2817B

Federal Employees Group Life Insurance

The Office of Personnel Management has revised Standard Form 2817B, *A Description and Certification of Enrollment in the FEGLI Program,* to reflect current law, regulations, and other information about the program. The revised booklets (October 1985) are available from the Eastern and Western Area Supply Centers and may be requisitioned using Form 7380, *Supply Center Requisition.* All previous editions of SF 2817 B are obsolete and should be destroyed when the revised editions (October 1985) are received.

The Supply Centers will furnish copies of Form CG 76–5, *Errata Sheet,* with the revised booklets. The Errata Sheets are included because numerical figures were transposed in the printing of the booklets. The Errata Sheet also provides the correct insurance amounts for the Employee A example on Page 11 of the revised SF 2817B.

—Employee Relations Dept., 4–3–86.

Requisitioning of Supplies From the Western Area Supply Center

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

Beginning March 3, 1986, all postal installations served by the Western Area Supply Center are authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. *Accordingly, offices should maintain no more than a 1-month level of supplies.*

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—Procurement & Supply Dept., 4–3–86.

ASM Revision

AMENDMENTS TO FREEDOM OF INFORMATION ACT REGULATIONS

The provisions of the ADMINISTRATIVE SUPPORT MANUAL (ASM) dealing with disclosure of the names and addresses of postal customers have been amended.

Recently revised Form 3575, *Change of Address Order* (POSTAL BULLETIN 21525, dated 8–1–85), may contain the names of persons other than the person filing the form. To protect the privacy of all individuals named on the form, special attention should be paid to the revised procedures for disclosing change of address information. Other changes emphasize current policy for the disclosure of change of address and boxholder information.

These amendments conform with changes already made to record systems USPS 010.010, Collection and Delivery Records—Address Change and Mail Forwarding Records, and USPS 010.020, Collection and Delivery Records—Boxholder Records (50 Federal Register 47311). Appendix B of a future ASM issue will contain the revised versions of these record systems.

Effective immediately, ASM 352.44, 352.643, 352.665 and 353.321c are amended to read as follows:

352 Freedom of Information Act

* * * * *

352.4 Availability of Records

* * * * *

.44 Disclosure of Names and Addresses of Customers. Upon request, the addresses of specifically identified postal customers will be made available only as follows:

a. Permanent change of address. The new address of any specific customer who has filed a Form 3575, *Change of Address Order,* will be furnished to any person upon payment of the prescribed fee. See ASM 352.643, 352.665 and 353.321c. Disclosure will be limited to the address of the specifically identified individual about whom the information is requested (i.e., not other individuals or family members whose names may also appear on the change of address order). Other information on Form 3575 or copies of the form will not be furnished except in those circumstances stated at 352.44f(1), f(3), or f(4). The fee is waived for providing information under these latter circumstances. See ASM 352.665.

b. Temporary change of address. Information from temporary change of address orders will be furnished only in those circumstances stated at 352.44 f(1) through f(4). Copies of the change of address order form will be furnished only in those circumstances stated at 352.44 f(1), f(3), or f(4). The fee is waived for providing information under these latter circumstances. See ASM 352.665.

c. Name and address of permit holder. The name and address of the holder of a particular bulk mail permit, permit imprint or similar permit, or postage meter permit, and the name of any person applying for a permit in behalf of a holder, will be furnished to any person upon the payment of any fees authorized by 352.6. (Lists of permit holders may not be disclosed to members of the public. See 352.451.)

d. Post office box address. The recorded post office box address of a customer whose mail is redirected to a post office box will be furnished in accordance with 352.44a upon payment of the prescribed fee.

e. Post office boxholder information. Information *from* Form 1093, *Application for Post Office Box or Caller Number,* will be provided only as follows:

(1) *Business use*—The recorded name, address, and telephone number of the holder of a post office box being used for the purpose of doing or soliciting business with the public, and any person applying for a box in behalf of a holder, will be furnished to any person without charge. The postmaster may furnish this information from Form 1093 when he is satisfied from the entries appearing on it, or from evidence furnished by the requester (such as an advertising circular), that the box is being used for such a business purpose. When the postmaster is unable to determine whether a business use is involved, he shall refer the request to Regional Counsel for advice.

(2) *Non-business use*—Information from Form 1093 about the holder of a post office box which is not being used for the purpose of doing or soliciting business with the public will not be furnished except in those circumstances stated at 352.44f(1) through f(4) below.

(3) *Copies of Form 1093*—Copies of Form 1093 will not be furnished except in those circumstances stated at 352.44f (1), f(3), or f(4) below.

f. Exceptions. Except as otherwise provided in these regulations, names or addresses of postal customers will be furnished only as follows:

(1) To a Federal, state or local government agency upon prior written certification that the information is required for the performance of its duties.

(2) To a person empowered by law to serve legal process, or the attorney for a party in whose behalf service will be made, or a party who is acting *pro se,* upon receipt of written information that specifically includes all of the following: (a) a certification that the name or address is needed and will be used solely for service of legal process in connection with actual or prospective liti-

gation; (b) a citation to the statute or regulation which empowers the requester to serve process, if pertinent; (c) the names of all known parties to the litigation; (d) the court in which the case has been or will be commenced; (e) the docket or other identifying number, if one has been issued; (f) the capacity in which the boxholder is to be served, *e.g.*, defendant or witness; and (g) a brief description of the nature of the litigation, *e.g.*, domestic relations, personal injury, property damage, indebtedness. By submitting such information, the requester certifies that it is true. **Note:** The term *pro se* means that a party is not represented by an attorney, but is representing himself.

(3) In compliance with a subpoena or other court order.

(4) To a law enforcement agency, for oral requests made through the Inspection Service, but only after the Inspection Service has confirmed that the information is needed in the course of a criminal investigation. (All other requests from law enforcement agencies should be submitted in writing to the postmaster as in 352.44f(1)).

g. Jury service. The mailing address of any customer sought in connection with jury service, if known, will be furnished without charge upon prior written request to a court official, such as a judge, court clerk, or jury commissioner.

h. Address verification. The address of a postal customer will be verified at the request of a Federal, state, or local government agency upon written certification that the information is required for the performance of the agency's duties. "Verification" means advising such an agency whether or not its address for a postal customer is one at which mail for that customer is currently being delivered. "Verification" neither means nor implies knowledge on the part of the Postal Service as to the actual residence of the customer or as to the actual receipt by the customer of mail delivered to that address. The Postal Service requires government agencies to use a standard format when requesting the verification of a customer's current address or a customer's new mailing address (see Exhibit 352.44h). If the request lacks any of the required information or a proper signature, or if the request has been sent to the wrong post office, the postmaster will return the request to the agency, specifying the deficiency in the space marked "OTHER".

i. Business/Residence location. If the location of a residence or a place of business is known to a Postal Service employee, whether as a result of official duties or otherwise, the employee may, but need not, disclose the location or give directions to it. No fee is charged for such information.

j. Form 1583, Application for Delivery of Mail Through Agent. Information contained in Form 1583 will not be made available to the public.

* * * * *

352.6 Schedule of Fees

* * * * *

.645 Change of Address Orders. Although change of address information is not required by the Freedom of Information Act to be made available to the public, the fee for obtaining this information in accordance with 352.44a is included in this section as a matter of convenience. The fee for searching for a change of address order is $1.00. This fee is charged regardless of whether a permanent change of address is found on file. (See 352.665 and 353.321c.)

* * * * *

.665 For Changes of Address. The fee prescribed by 352.643 is waived when change of address information is provided:

a. To a Federal, state or local government agency upon prior written certification that the information is required for the performance of its duties.

b. To persons requesting the information for the purpose of serving legal process in accordance with 352.44f(2).

c. In compliance with a subpoena or other court order.

d. To a law enforcement agency, for oral requests made through the Inspection Service in accordance with 352.44f(4).

e. To postage meter manufacturers when they are attempting to locate a missing meter.

This waiver does not apply to fees for services performed in accordance with DMM 122.5.

* * * * *

353 Privacy Act

* * * * *

353.3 Disclosing Information About Individuals

* * * * *

.321c Change of Address Notices. The new address of any person who has filed a permanent change of address notice. A fee of $1.00 is charged for each address requested. An accounting must be kept for each disclosure made to a requester except for those made in response to an *Address Correction Request.*

—Records Office, 4–3–86.

Pile sacks evenly to avoid damage and to conserve space

(AGENCY LETTERHEAD)

To: Postmaster

Agency Control No. _____

_____ Date: _____

ADDRESS INFORMATION REQUEST

Please furnish this agency with the new address, if available, for the following individual or verify whether or not the address given below is one at which mail for this individual is currently being delivered. If the following address is a post office box, please furnish the street address as recorded on the boxholder's application form.

Name: _____

Last Known Address: _____

I certify that the address information for this individual is required for the performance of this agency's official duties.

_____
(Signature of Agency Official)

_____
(Title)

FOR POST OFFICE USE ONLY

[ ] MAIL IS DELIVERED TO ADDRESS GIVEN

[ ] NOT KNOWN AT ADDRESS GIVEN

[ ] MOVED, LEFT NO FORWARDING ADDRESS

[ ] NO SUCH ADDRESS

[ ] OTHER (SPECIFY): _____

_____

NEW ADDRESS

_____

_____

BOXHOLDER'S STREET ADDRESS

_____

_____

Agency return address

Postmark/Date Stamp

Exhibit 352.44h

IMM Revision

Canada—Limit of Indemnity for Registered Mail

Effective April 15, 1986, the limit of indemnity for registered mail sent to Canada is increased from $200.00 to $1,000.00, except for banknotes. The limit of indemnity for banknotes is $200.00.

The fees are:

Indemnity not over	Fee
$100.00	$3.60
500.00	3.90
1,000.00	4.25

The INTERNATIONAL MAIL MANUAL (IMM) is revised as follows:

Chapter 3 Special Services

333 Fees and Indemnity Limits

* * * * *

333.2 Indemnity Limit

Indemnity is limited to $20.40. EXCEPTION: Registered mail to Canada has an indemnity limit of $1,000.00, with the exception of banknotes, which have an indemnity limit of $200.00.

* * * * *

Chapter 9 Inquiries, Indemnities, and Refunds

934 Payments for Registered Mail

* * * * *

.22 Canada

Indemnity may be paid not to exceed $1,000.00, for the loss, damage, or rifling of registered mail to Canada with the exception of banknotes, for which indemnity may not be paid in excess of $200.00. Payment is based on the actual value of the contents and cannot exceed the maximum amount covered by the fee paid.

* * * * *

The Individual Country Listing for Canada in the IMM will be revised and the above sections incorporated in a future edition of the IMM.

—Rates & Classification Dept., 4–3–86.

Attach Return Receipts next to address of destination on numbered insured parcels

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 154

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

WIN$MILL
P.O. Box 2209
Vancouver, B.C.

KENASTON INTERNATIONAL
P.O. Box 5700
1625 Fort St.
and
C.V. DeWITT
P.O. Box 5700
1625 Fort St.
Victoria, B.C.

FINAL ORDER

The tentative *Lottery Order* issued against the following has become final:

CANADA

EMPRESS MARKETING
Box 77129
3366 Kingsway
Vancouver, B.C.

THIS 'N' THAT
P.O. Box 1477, Station "C"
Kitchener, Ontario

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 4–3–86.*

Commingling of Regular and ZIP + 4 Presort First-Class Mail

The Postal Service will continue to allow the full commingling of regular and ZIP + 4 Presort First-Class Mail beyond the scheduled expiration date of April 6, 1986 set forth in section 365.2, DOMESTIC MAIL MANUAL. Post offices should continue to accept combined Presort mailings under the current procedures. A formal regulation change will be published in a future issue.

—Rates & Classification Dept., 4–3–86.

STAMP SUPPLIES

A review of stamp inventories recorded in the Accountable Paper Inventory System (AINV) disclosed excessive supplies of certain stamps and aerogrammes at some stamp distribution offices. In order to reduce these inventories, the Bureau of Engraving and Printing will not process requisitions for the items listed below until further notice.

Associate offices are to requisition the listed items from their stamp distribution offices, using Form 17A, *Accountable Paper Items Requisition From Stamp Distribution Office,* and stamp distribution offices from their regional accountable paper depositories, also using Form 17A. Forms 3356, *Stamp Requisition—Bulk Quantities,* currently at the Bureau for these items will be sent to the appropriate regional accountable paper depository for processing.

Item Number	Description
	Sheet Stamps
006	1-Cent Dorothea Dix
007	2-Cent Igor Stravinsky
003	3-Cent Henry Clay
008	4-Cent Carl Schurz
005	5-Cent Pearl Buck
016	6-Cent Walter Lippmann
027	7-Cent Abraham Baldwin
031	8-Cent Henry Knox
009	10-Cent Richard Russell
033	11-Cent Alden Partridge
030	30-Cent Frank Laubach
041	40-Cent Lillian Gilbreth
All Postage Due stamps.	
	Aerogrammes
238	36-Cent Tourism
239	36-Cent Mark Twain/Halley's Comet
	Coil Stamps
769	17-Cent Electric Car coil of 100
767	17-Cent Electric Car coil of 500
768	17-Cent Electric Car coil of 3,000
758	12.5-Cent Pushcart coil of 500 (precanceled)
778	8.3-Cent Ambulance coil of 500 (precanceled)

In addition, the Bureau of Engraving and Printing has depleted its inventory of the 39-Cent Lawrence and Elmer Sperry stamp, item number 184, and a supply of this item will not be available from the Bureau until October 1, 1986. Unfilled requisitions for item 184 currently at the Bureau will be converted to item 049, 39-Cent Grenville Clark.

Postmasters should work from their current inventories of the 39-cent airmail stamp. If stock is depleted, post offices requiring 50,000 or more 39-cent stamps are to submit Form 3356 to the Bureau for item number 049. Post offices requiring less than 50,000 stamps, order item number 049 on Form 17A.

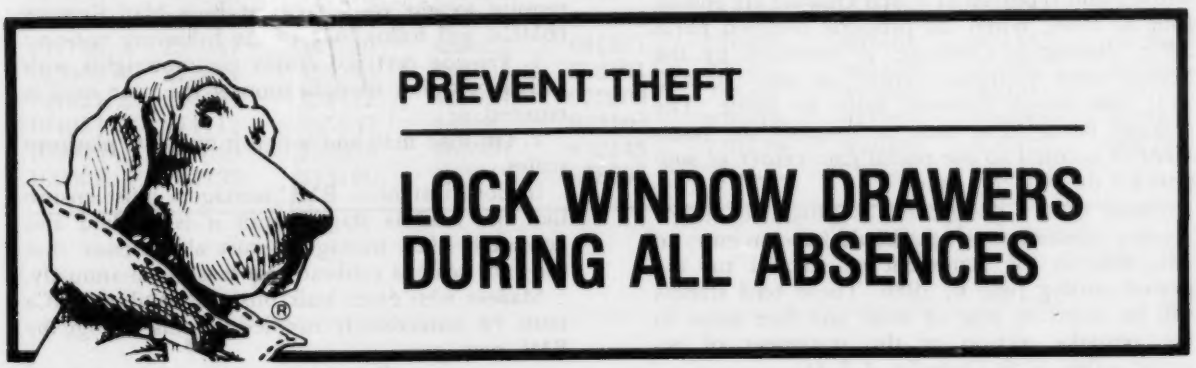
—Customer Services Dept., 4–3–86.

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/city	Names covered	Product
GA, Tucker 30084–5009	Shamrock Photo Club, 2137–H Flintstone Drive.	A vacation package including 3 days/2 nights at Disney World Epcot area, Las Vegas or other locations for a remittance of $24.95.

—Judicial Officer, 4–3–86.



DMM Revision

Third-Class Annual Bulk Fees

Effective April 21, 1986, DOMESTIC MAIL MANUAL (DMM) 641 is amended to make it clear that when a bulk third-class mailing is made under the permit-imprint system, only the individual or organization whose permit imprint is shown on the mailing piece itself and on the mailing statement must pay the annual bulk mailing fee.

Currently, a bulk fee must be paid for the person or organization actually entering mailings at the bulk rates at a post office, regardless of the method of postage payment. The change is as follows:

640 Authorizations and Permits

641 Annual Fee—Bulk Rates

Except when a third-class bulk mailing is made under the permit-imprint system, each person or organization that enters mailings at the regular or special bulk third-class rates must pay an annual bulk mailing fee at each post office where one or more mailings will be deposited (see 612.1). Persons or organizations paying this fee may enter mail of their clients as well as their own mail. When a third-class bulk mailing is made under the permit-imprint system, the person or organization whose permit imprint is on the mail piece must put that permit number on the mailing statement and must pay the annual bulk mailing fee. The annual bulk mailing fee must be paid at or before the time of the first bulk-rate mailing of each calendar year.

Note: This fee is separate from the fee that must be paid for a permit to mail under the permit-imprint system (see 145.2)

This change will be incorporated in a future revision to the DMM.

—Rates & Classification Dept., 4–3–86.

Migratory Bird Stamp Destruction

All unsold migratory bird stamps are to be destroyed and reported in Postal Quarter III ending June 6, 1986. When the properly certified Form 3238, *Destruction Certificate,* is returned by the Management Sectional Center, an entry to AIC 511, *Bird Stamps Destroyed,* must be made. The original Form 3238 must accompany the statement of account to the postal data center as support for the AIC 511 entry.

Those offices designated as philatelic outlets are the only offices which should have an entry to AIC 806 on the statement of account for the period ending June 6, 1986. These bird stamps will be listed by year of issue and face value in the remarks section of the statement of account.—*Dept. of the Controller, 4–3–86.*

DMM Revision

Registered Mail Claims

Effective immediately, the DOMESTIC MAIL MANUAL (DMM) 149.41 is revised to correspond with the current Form 565, *Registered Mail Application For Indemnity/Inquiry* (May 1984) and to correct typographical errors.

The DMM is revised as follows:

149.4 Registered Mail Claims

.41 Claim Filing Instructions

* * * * *

.412 Evidence of Loss or Damage

* * * * *

b. Claims for complete or partial loss of contents.

Correct the typographical error in the fifth line, "Article."

* * * * *

.413 How to Complete Form 565 (May 1984 version)

Change arrangement of items numbered 5, 6 and 7 to read:

Item 5. List and describe the lost, missing or damaged articles. For damage claims, describe packaging in detail.

Item 6. Enter the total amount claimed, excluding postage.

Item 7. Check the appropriate block to indicate the type of claim.

* * * * *

.44 Additional Post Office Responsibilities

* * * * *

***.441a*(3)** Correct the typographical error in the second line, "Claim."

These changes will be incorporated into a future revision of the DMM.

—Rates & Classification Dept., 4–3–86.

Bulk Mail Center (BMC) Acceptance Procedures for Bulk Business Mail

Effective May 1, 1986, and until further notice, mailers who enter bulk business mailings which require weight verification at Bulk Mail Centers (BMCs) will follow one of the following options:

1. Provide certified empty trailer weights with sufficient trailer identification at the time mail is entered, or

2. Off-load mail and weigh it on BMC platform scales.

In both instances, BMC managers must ensure that the mail is staged until it is verified and accepted. BMC managers must also ensure that the yard scale is calibrated at least semi-annually.

Mailers who enter bulk business mail at BMCs must be immediately notified of this change by BMC managers.

—Rates & Classification Dept., 4–3–86.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21559** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010004	109017	283001	335176	485003	681124	770535	850405	926603
010012	110049	294061	335208	489028	701041	770574	882071	926667
010300	112091	294131	335246	490041	701448	770589	891104	926752
011010	112129	294143	336037	490045	701463	770612	891223	926773
016026	113084	303161	336042	498011	705116	770621	895107	926775
016230	114065	303278	336043	503160	705166	770636	901037	926786
016260	114071	303374	336225	505100	711210	770640	901080	926800
018129	115831	303408	336323	511625	713036	770641	901118	926801
019044	115847	303483	336628	520025	722053	770644	901161	926812
021449	115851	303508	337037	522008	723003	770651	901173	926845
021491	117134	303511	337038	532223	750090	770658	901187	927022
023016	117138	303531	372250	551123	750102	770667	901201	927275
023018	117163	303537	381008	551133	752483	770717	901226	927308
024014	117164	303539	381050	551186	752496	770718	901233	927311
025005	117225	303565	381147	554508	752530	770783	901266	927320
027033	117298	303578	381158	554513	760029	770799	901272	931889
033018	122046	303624	381244	554533	760259	770831	901284	935020
038074	122050	303634	381267	591900	760261	770882	901297	937070
054032	122104	314118	381306	600058	760269	770956	901301	937104
064049	122109	314534	381359	600274	760281	782221	901322	941312
069220	122111	314542	381361	600608	761049	782240	901324	945237
069223	122115	319005	382004	600688	761286	782259	901329	950143
069250	139010	325106	402076	600689	762006	782272	901412	951143
075094	142041	327056	404100	601514	770037	784125	901455	951169
075097	142145	328104	414001	601558	770043	787301	902082	951187
079024	170081	328108	431004	601771	770068	791063	902436	951189
079070	185017	328122	432152	602004	770072	791064	902457	952040
079378	188001	331496	432155	602006	770120	791068	912036	958143
080115	191402	331508	432174	605162	770146	791072	912231	960016
080116	191413	331604	432186	605164	770149	791075	913299	968224
080127	191447	331618	439201	607116	770163	791079	913344	981293
080137	191492	331619	441159	607627	770190	794010	913374	981511
085004	191506	331623	441429	620005	770191	794065	913392	981525
100561	193109	331647	452038	622068	770199	794077	917236	981535
101079	200163	331700	454082	624006	770219	800053	917502	981559
101275	200192	331703	462049	626029	770268	801009	917525	984064
101397	208065	333274	462195	631182	770270	801012	917551	985020
101485	209002	333356	462203	631247	770298	802276	917571	992142
101660	209006	333716	462207	631291	770351	802436	917585	995194
101727	220085	333726	462209	631300	770368	802442	917599	995203
101786	253057	333730	468053	631311	770400	802465	921347	997087
103009	272014	333743	468063	658101	770402	802468	922027	997088
104021	274107	334172	480094	672009	770407	837053	922035	997089
104034	274111	335037	480281	672105	770419	841221	924098	997090
108005	275049	335058	480307	672143	770429	850095	924107	997110
109002	282193	335166	480315	678003	770466	850360	926462	

—Customer Services Dept., 4-3-86.

DMM Revision

Post Office Box/Caller Service

Effective May 1, 1986, DOMESTIC MAIL MANUAL (DMM) 952.122 is amended to provide a uniform definition of the term "customer" for application of the five post office box limit rule. Various interpretations of the term "customer" have been applied when renting post office boxes to governmental organizations and educational institutions. Some state governments and large schools have been considered to be one customer and have been prevented from renting more than five post office boxes. No retroactive adjustments will be made on fees. The DMM is revised as follows:

952 Caller Service

* * * * *

.12 Definition

* * * * *

.122c Governmental organizations, i.e., departments, agencies, commissions, bureaus, divisions, etc., are considered separate customers for the purposes of this section. The various departments or schools within educational institutions are also considered separate customers for the purposes of this section.

These changes will be incorporated into a future revision of the DMM.

—Rates & Classification Dept., 4–3–86.

Air Vents in Walk-In Security Vaults

The Inspection Service has identified a potential problem involving air vents in walk-in security vaults at some offices. Apparently during renovations, the air vents were blocked eliminating air flow. This compromises the benefit of the vents which are provided in the event of an accidental lock-in. All installation managers are requested to arrange for the inspection of the air vents in walk-in security vaults and to ensure they are not blocked or restricted in any way.

—Employee Relations Dept., 4–3–86

DMM Revision

Place of Mailing Second-Class Publications

Effective immediately, DOMESTIC MAIL MANUAL 470 is amended to emphasize that copies of second-class publications may only be deposited at places designated by the Postal Service as stated in section 200.050 of the Domestic Mail Classification Schedule.

The DMM is amended as follows:

470 Mailing

* * * * *

472 Place of Mailing

Publishers and registered news agents may only mail at the second-class rates at post offices where an authorization for original entry, additional entry, or exceptional dispatch has been obtained. Mailings must be made between the times, and deposited at the places, designated by the postmaster of the office of mailing.

This change will be incorporated in a future revision to the DMM.

—Rates & Classification Dept., 4–3–86.

DMM Revision

APO/FPO Mailing Restrictions

Please make the following changes to DOMESTIC MAIL MANUAL (DMM) Exhibit 125.2, *Conditions Applied to Mail Addressed to Military Post Offices Overseas:*

APO/FPO 09250, Katterbach Kaserne, Katterbach, Germany. Effective June 1, 1986, active (Mailing Address Only, (MAO)), with mailing restrictions B–C–D–U. The parent post office for this MAO will be **APO 09326,** Ansbach, Germany. All acceptance units must be notified of these changes which will be incorporated into a future revision to the DMM.

—Mail Processing Dept., 4–3–86.

PREVENT THEFT

USE STOLEN MONEY ORDER LIST - KNOW ENDORSER

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21559 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
269 942 9300 to 9999
269 943 0000 to 0999
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
274 609 4285 to 4299
274 990 9045 to 9099
275 628 6344 to 6399
276 540 8653 to 8699
277 138 2424 to 2499
277 182 3933 to 3999
277 579 5683 to 5699
278 965 4400 to 4499
278 965 4900 to 4917
279 022 5467 to 5499
279 256 2135 to 2199
279 436 9365 to 9399
279 795 6200 to 6399
279 941 8435 to 8499
280 255 8618 to 8647
280 619 5719 to 5732
281 104 4550 to 4599
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 566 7600 to 7699
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
344 175 9580 to 9589
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 755 7904 to 7999
349 910 0000 to 0399
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
366 772 6702 to 6799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

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WASHINGTON, DC 20260-1571
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FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

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POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	**Old Quantity**	**New Quantity**
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

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21561

UNITED STATES POSTAL SERVICE

postal bulletin

Published Since March 4, 1880

PB 21561—April 10, 1986—24 Pages

Excess Supply Items and Forms

The Eastern Area Supply Center is receiving many forms, handbooks, and supplies from unidentified sources. **Do not return** excess supplies to the centers without authorization.

Facilities having serviceable excess supply items and forms that were originally obtained from the area supply centers must report all such items by memo through channels to their support area supply center.

List supplies and forms by item number, description, color, and quantity. Do not report items unsuitable for reuse at other locations or obsolete supplies and forms (see Publications 22 and 24).

The supporting supply center either instructs the reporting facility to ship excesses to the supply center or issues other disposition instructions. More detailed information dealing with excess property is set forth in Handbook AS-701, *Supply Management*, Chapter 6.

—Procurement & Supply Dept., 4-10-86.

1986 Savings Bonds Campaign

The 1986 Savings Bonds Campaign will begin on May 1 and run through June 30. The following materials are being shipped nationwide for receipt during the month of April:

1. Informational material from the Treasury Department.
2. Prepunched PS Forms 1192, *Bond Authorization Cards.*
3. USPS Bonds Campaign Promotional Posters.

Do not distribute these materials until you have received notification from your regional savings bonds coordinator.

If you have not received the above materials by April 25, contact your regional coordinator for assistance. *—Employee Relations Dept., 4-10-86.*

Express Mail International Service—Argentina

Effective immediately, Express Mail International Service items may be sent to any address in Argentina. All other conditions of service remain the same.

A future revision to the INTERNATIONAL MAIL MANUAL will reflect this information.

—Customer Services Dept., 4-10-86.

General Services Administration (GSA) Supply Status of Drinking Cups

GSA has advised that no bid responses were received on their last solicitation for drinking cups. The current supply status of the various drinking cups stocked by GSA is as follows:

NSN 7530-00-224-7702, Supply Depleted
NSN 7530-00-224-0584, 3 Months Stock on Hand
NSN 7530-00-224-0580, 3 Months Stock on Hand

GSA has sufficient stocks of a drinking cup under NSN 7530-00-290-0574 that can serve as a replacement. GSA will reissue their solicitation and expects to have sufficient stocks of drinking cups within 90 days.

—Procurement & Supply Dept., 4-10-86.

Poster for National Volunteer Week—April 20-26

A poster for National Volunteer Week is being directly distributed to CAG A-J offices and classified stations and branches. Please post upon receipt. **Remove poster April 27, 1986.**

—Delivery Services Dept., 4-10-86.

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P1.3:

EAS Performance Evaluation

Management Instruction EL–370–85–2, issued 8–15–85, contained major revisions to the EAS Performance Evaluation Program beginning in FY–86. One of the many changes was the introduction of new Forms 2452–A, *Performance Evaluation for EAS Employees—General Form;* Form 2452–B, *Performance Evaluation for EAS Employees—Supervisors and Managers EAS–19 and Below;* and Form 2452–C, *Performance Evaluation for EAS Employees—Postmasters EAS–15 and Below.* These forms are used to record objectives (or factors and benchmarks) at the beginning of the evaluation year, document the mid-year review, and evaluate job performance at the conclusion of the evaluation year.

For employees at EAS–20 and above, the evaluation year coincides with the fiscal year; for people at EAS–19 and below, the evaluation year coincides with the anniversary date.

Forms

Forms 2452–A, B, and C (Sept. 1985 edition) were distributed to MSCs through the Regions last year, and are not yet stocked at area supply centers. Some regions have reported a need for additional forms. As an interim measure, MSCs may order, by memo, limited quantities of these forms from the Selection Systems Administration Branch, Room 9671, USPS Headquarters, Washington, D.C. 20260–4256. Revised versions of these forms will be available this summer, and requisitioning instructions will be provided at that time.

Mid-Year Review

Feedback is a critical aspect of the performance evaluation program. Managers are reminded of the need for periodic performance reviews which, at a minimum, must include a mid-year review. For people whose evaluation year began September 28, 1985, or in October, the mid-year review is due this month. Conducting these mid-year reviews conscientiously and on time is an important way managers show their support for the program and their people, and help to assure that objectives are achieved.

—Employee Relations Dept., 4–10–86.

Guam—Domestic Postage Rates

Reports indicate that numerous items mailed to Guam incorrectly bear international rates. Remind all employees that *domestic rates* apply to items mailed to Guam. Please refer to DOMESTIC MAIL MANUAL 111.2 (reprinted below). It indicates that domestic postage rates apply to mail transmitted within, among and between the United States and its territories and possessions.

111.2 Definition

a. Domestic mail is mail transmitted within, among and between the United States; its territories and possessions; the areas comprising the former canal zone; Army-Air Force (APO) and Navy (FPO) post offices except as provided in 115.9; and mail for delivery to the United Nations, New York. The term *territories* and *possessions* includes:

U.S. Territories and Possessions
Baker Island
Canton Island
Caroline Islands
Enderbury Island
Guam
Howland Island
Jarvis Island
Johnston Island
Kingman Reef
Manua Island
Republic of the Marshall Islands
Midway Islands
Navassa Island
Commonwealth of the Northern Mariana Islands
Palau
Commonwealth of Puerto Rico
Saint Croix Island
Saint John Island
Saint Thomas Island
Samoa (American)
Sand Island
Swain's Island
Trust Territory of the Pacific
Virgin Islands (U.S.)
Wake Island

b. Mail addressed to or received from foreign countries is international mail and is governed by the provisions of the INTERNATIONAL MAIL MANUAL.—*Rates & Classification Dept., 4–10–86.*

BUY U.S. SAVINGS BONDS, STAR-SPANGLED SAVINGS PLAN FOR ALL AMERICANS

EXPRESS MAIL INTERNATIONAL SERVICE—JAPAN

Effective immediately, Express Mail International Service items may be sent to any address in Japan. However, if the delivery area is NOT listed below, service will require an additional 1–2 days.

As a reminder, ONLY Custom Designed service (scheduled and nonscheduled) continues to be available. Business Documents ONLY may be sent in the Express Mail International Service to Japan. All other conditions of service remain the same.

NOTES: N/A=Not Available.
Postal Codes may have 3 or 5 numbers.
Service is available to all of Tokyo, Yokohama, Osaka, Nagoya, Kyoto and Kobe as indicated below.

City or delivery area	Applicable postal codes	
	Premises	P.O. boxes
Akita	010	01091
Morioka	020	02091
Aomori	030	03091
Hachinohe	031	031
Hirosaki	036	036
Hakodate	040	04091
Otaru	047	047
Tomakomai	053	053
Sapporo Central	060	06091
Asahikawa	070	07091
Obihiro	080	080
Kushiro	0895	08591
Kitami	090	090
Tokyo (ALL)	100–206	100–20691
Yokohama (ALL)	220–227, 230–236, 240–241, 244–246	220–22791, 230–23691, 240–24191, 244–24691
Chiba	260	26091
Tokyo Airport	N/A	282
Mito	310	31091
Utsunomiya	320	32091
Urawa	336	33692
Maebashi	371	37191
Nagano Central	380	38091
Ueda	386	386
Sakaki	38906	38906
Matsumoto	390	390
Iida	395	395
Matsumoto Minami	399	399
Shiojiri	39907	39907
Kofu	400	40091
Oizumi	40915	40915
Numazu	410	41091
Shizuoka	420	42091
Shimizu	424	424
Hamamatsu	430	43091
Toyohashi	440	44091
Nagoya (ALL)	450–468	450–46891
Gifu	500	50091
Yokkaichi	510	510
Tsu	514	514
Otsu	520	52091
Osaka (ALL)	530–559	530–55991
Kyoto (ALL)	600–616	600–61691
Nara	630	63091
Wakayama	640	64091
Kobe (ALL)	650–655, 657–658	650–65591, 657–65891
Tottori	680	68091
Yonago	683	683
Matsue	690	69091
Okayama	700	70091
Okayama Higashi	703	703
Kurashiki	710	710
Fukuyama	720	720
Fukuyama Higashi	721	721
Hiroshima Central	730	73091
Hiroshima Nishi	733	733
Ujina	734	734
Kure	737	737
Tokuyama	745	745
Shimonoseki	750	750
Shimonoseki Higashi	751	751
Yamaguchi	753	753
Ube	755	755
Takamatsu	760	76091
Tokushima	770	77091
Kochi	780	78091
Kochi Honcho	N/A	780
Matsuyama Central	790	79091
Toyo	79913	79913
Moji	800	800
Moji Port	801	801
Kokura	802	802
Kokura Nishi	803	803
Fukuoka Central	810	81091
Hakata	812	81291
Kurume	830	83091
Saga	840	84091
Nagasaki Central	850	85091
Nagasaki Kita	852	852
Sasebo	857	857
Kumamota Central	860	86091
Kumamota Nigashi	862	862
Oita	870	87091
Miyazaki	880	88091
Kagoshima	890	89091
Kagoshima Higashi	892	892
Naha Central	900	90091
Fukui	910	91091
Sabae	916	916
Kanazawa Central	920	92091
Kanazawa Minami	921	921
Komatsu	923	923
Toyama	930	93091
Kureha	93001	93001
Takaoka	933	933
Toyama Minami	939	939
Nagaoka	940	940
Takada	943	943
Niigata Central	950	95091
Uchino	95021	95021
Niigata Naka	951	951
Sanjo	955	955
Fukushima	960	96091
Koriyama	963	963
Aizu Wakamatsu	965	965
Taira	970	970
Sendai Central	980	98091
Sendai Minami	982	982
Sendai Higashi	983	983
Shiogama	985	985
Ishinomaki	986	986
Yamagata	990	99091
Yonezawa	992	992
Tsuruoka	997	997
Sakata	998	998

A future revision to the INTERNATIONAL MAIL MANUAL will reflect this information.

—Customer Services Dept., 4–10–86.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 155

Keep all foreign order notices for use as reference.

FINAL ORDERS

The tentative *Lottery Orders* issued against the following have become final:

CANADA

Chartwell Services
P.O. Box 910
5010–48th Avenue
Delta, B.C.

and

Lorne Hyde
P.O. Box 2680
349 W. Georgia Street
Vancouver, B.C.

Patriot Agencies
P.O. Box 414, Station F
Toronto, Ontario

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 4–10–86.*

New Publication 32A, *USPS Glossary of ADP Terms*

Publication 32A, *USPS Glossary of ADP Terms,* has been printed and is now being distributed to all IRM employees and principal management locations.

The Glossary contains more than 1100 terms and appears in a compact and legible format that is convenient to reference.

The publication of the Glossary recognizes the need to have a common corporate language for information management. It provides the foundation postal people need to orient themselves to the areas of data processing, system development, and data management, that are changing the postal workplace. The Glossary is intended to improve communications within the automated environment that is unique to the Postal Service.

Additional copies can be ordered directly from your area supply center on Form 7380, *Supply Center Requisition.*

—*Information Resource Management, 4–10–86.*

DMM Revision

Recall of Mail

Federal agencies, including the Social Security Administration, may now use Express Mail to send requests for the recall of specific mailing pieces from any post office.

Effective immediately, section 152.71 of the DOMESTIC MAIL MANUAL (DMM) is amended as follows:

152.7 Recall of Mail

.71 Who May Recall Mail. Mail deposited in a collection box or post office may be recalled on proper identification by the sender, by the parent or guardian of a minor child, or by the guardian of a person of unsound mind who sent the mail. Form 1509, *Sender's Application for Recall of Mail,* which may be obtained at any post office, must be submitted to the postmaster at the office of mailing. After processing, these applications and all related papers must be filed at the office of mailing. Exception: Federal agencies (see 137.2) may recall mail by submitting a Mailgram or an Express Mail shipment identifying the specific piece of mail to be recalled to any post office. Postmasters at offices of address must comply promptly with recall requests from Federal agencies.

This change will be incorporated in a future revision to the DMM.

—*Rates & Classification Dept., 4–10–86.*

DOMESTIC AND INTERNATIONAL FIRST FLIGHT CACHETS

Official cachet and philatelic treatment for the first flight service described below is authorized in Section 244.63, POSTAL OPERATIONS MANUAL.

Covers to be sent on the flight must be prepared in accordance with the following instructions:

1. All covers must be addressed with First-Class postage affixed.

2. A clear space, 2½ by 2½ inches on the lower portion of the envelope and to the left of the address, must be allowed for the cachet. An additional 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark, and each envelope should contain a filler of postal card thickness to assure good impressions of the cancellations.

3. The covers must be placed in outer envelopes and mailed to reach the office applying the cachet no later than three days before the scheduled date of the flight. "First Flight Covers" should be written in the lower left corner of the outer envelopes.

4. Aerogrammes and postal cards will not be accepted. There will be a limit of 50 covers per customer per flight. Covers already postmarked and those not prepared in accordance with instructions will not receive cachets or cancellations.

Specific instructions for the flights are as follows:

DOMESTIC

USAir

On May 1, 1986, USAir will begin round-trip service between the following cities:

Atlanta, GA, and Pittsburgh, PA
Jacksonville, FL, and Pittsburgh, PA
Jacksonville, FL, and Philadelphia, PA

The following cancellations may be obtained:

Atlanta to Pittsburgh
Pittsburgh to Atlanta
Jacksonville to Pittsburgh
Pittsburgh to Jacksonville
Jacksonville to Philadelphia
Philadelphia to Jacksonville

Cachets to be applied by	Send covers to
Atlanta Post Office	Postmaster Atlanta, GA 30304–9998
Atlanta Airport Mail Facility	Operations Manager Airport Mail Facility William B. Hartsfield International Airport Atlanta, GA 30320–9998
Pittsburgh Post Office	Postmaster Pittsburgh, PA 15219–9998
Pittsburgh Airport Mail Facility.	Operations Manager Airport Mail Facility Greater Pittsburgh Airport Pittsburgh, PA 15231–9998
Jacksonville Post Office	Postmaster Jacksonville, FL 33203–9998
Jacksonville Airport Mail Facility.	Operations Manager Airport Mail Facility International Airport Jacksonville, FL 32229–9998
Philadelphia Post Office	Postmaster Philadelphia, PA 19104–9998
Philadelphia Airport Mail Facility.	Operations Manager Airport Mail Facility Philadelphia International Airport Philadelphia, PA 19153–9998

INTERNATIONAL

American Airlines

On May 1, 1986, American Airlines will inaugurate service from Dallas/Ft. Worth, TX to Vancouver, British Columbia, Canada.

The following cancellation may be obtained:

Dallas/Ft. Worth to Vancouver

Cachets to be applied by	Send covers to
Dallas Post Office	Postmaster Attn: Customer Services General Post Office Dallas, TX 75260–9998
Fort Worth Post Office	Postmaster Fort Worth, TX 76101–9998
Dallas/Fort Worth Airport Mail Facility.	Operations Manager Airport Mail Facility Dallas/Fort Worth Regional Airport Dallas, TX 75261–9998

Note. The Canadian Post Office does not participate in the backstamping of covers. However, we have asked the covers be transferred to American Airline Officials in Vancouver, so that they may be datestamped and returned to the United States.

—Customer Services Dept., 4–10–86.

Green security pouches must be returned to concentration points—not stored in hampers

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Products
FL, Fort Lauderdale 33311–1729.	The Robertson-Taylor Company, Suite 290, 781 W. Oakland Park Blvd.	The sale of products called Calor-Bloc 30; and Synertrim #9.
FL, Fort Lauderdale 33334–1153.	The Robertson-Taylor Company, 135 E. Oakland Park Blvd.	The sale of products called Calor-Bloc 30; and Synertrim #9.
FL, Fort Lauderdale 33311–1729.	The Robertson-Taylor Company, Suite 290, 781 W. Oakland Park Blvd.	The sale of a product called Derma-Tec 90 Restructuring Facial Treatment with Procaine.
FL, Fort Lauderdale 33311–1729.	The Robertson-Taylor Company, Suite 290, 781 W. Oakland Park Blvd.	The sale of a product called Medi-Tec 90.
FL, Fort Lauderdale 33334–1153.	The Robertson-Taylor Company, 135 E. Oakland Park Blvd.	The sale of a product called Medi-Tec 90.
FL, Fort Lauderdale 33334–1153.	The Robertson-Taylor Company, 129 E. Oakland Park Blvd.	The sale of a product called Medi-Tec 90.
FL, Fort Lauderdale 33308–3202.	The Robertson-Taylor Company, 5200 North Federal Highway.	The sale of a product called Medi-Tec 90.
FL, Fort Lauderdale 33311–1729.	The Robertson-Taylor Company, Suite 290, 781 W. Oakland Park Blvd.	The sale of products called Derma-Tec 90 and Mamralin-BX Breast Augmentation Creams.
FL, Fort Lauderdale 33334–1153.	The Robertson-Taylor Company, 135 E. Oakland Park Blvd.	The sale of products called Derma-Tec 90 and Mamralin-BX Breast Augmentation Creams.
FL, Fort Lauderdale 33308–7210.	The Robertson-Taylor Company, 3033 N.E. 33rd Avenue.	The sale of products called Derma-Tec 90 and Mamralin-BX Breast Augmentation Creams.
FL, Fort Lauderdale 33311–1729.	The Robertson-Taylor Company, Suite 290, 781 W. Oakland Park Blvd.	The sale of its product called LIBUTOL–1500.
FL, Fort Lauderdale 33334–1153.	The Robertson-Taylor Company, 135 E. Oakland Park Blvd.	The sale of its product called LIBUTOL–1500.
FL, Fort Lauderdale 33334–1153.	The Robertson-Taylor Company, 129 E. Oakland Park Blvd.	The sale of its product called LIBUTOL–1500.
FL, Fort Lauderdale 33311–1729.	The Robertson-Taylor Company, Suite 290, 781 W. Oakland Park Blvd.	The sale of its product called TESTOREX–35.
FL, Fort Lauderdale 33334–1153.	The Robertson-Taylor Company, 135 E. Oakland Park Blvd.	The sale of its product called TESTOREX–35.

—Judicial Officer, 4–10–86.

Special Library Rate Mail Study, Domestic RPW System

This is a reminder to the offices participating in the Domestic Revenue, Pieces and Weight System. The Special Library Rate Mail Study is scheduled for AP 8, beginning April 12, 1986. Forms and instructions have been distributed to the sample offices. If you have any questions or problems, contact your Regional Management Information Branch.

—Rates & Classification Dept., 4–10–86.

Mobil Oil—Consent Order

The Postal Service may be eligible for refunds for purchases from Mobil Oil Corporation between March 6, 1973, and January 27, 1981, under a consent order Mobil signed with the Department of Energy.

Please forward any correspondence or records received from Mobil pertaining to this consent order, immediately, to Peter P. Evanko, Procurement Policies & Programs Division, Room 1340, USPS Headquarters, Washington, DC 20260–6201.*—Procurement & Supply Dept., 4–10–86.*

Reminder

Requisitioning of Supplies From the Western Area Supply Center

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

On March 3, 1986, all postal installations served by the Western Area Supply Center were authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. *Accordingly, offices should maintain no more than a 1-month level of supplies.*

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—Procurement & Supply Dept., 4–10–86.

POSTAL BULLETIN INDEX

January–March 1986

21547–21559

The following articles are updated regularly in the POSTAL BULLETIN and are not listed in this Index:
1. Invalid Express Mail Corporate Account Numbers
2. Money Orders—Missing U.S.
3. Money Orders—Stolen Canadian

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Directives Update	21558	03-20-86
Missing Postal Bulletins	21559	03-27-86
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Distribution of Notice 262	21548	01-09-86
DOMESTIC ORDERS	21547	01-02-86
	21558	03-20-86
	21548	01-09-86
	21549	01-16-86
	21551	01-30-86
	21552	02-06-86
	21555	02-27-86
	21556	03-06-86
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EMPLOYEE INVOLVEMENT/QUALITY OF WORK LIFE (EI/QWL)		
Message from the Postmaster General	21553	02-13-86
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Express Mail International Service—Cyprus	21549	01-16-86
Express Mail International Service—Saudi Arabia	21550	01-23-86
Express Mail International Service—Saudi Arabia (*DMM Revision Correction*)	21551	01-30-86
Express Mail International Service—Delivery Records	21553	02-13-86
Express Mail International Service—Delivery Records	21555	02-27-86
Express Mail International Service (EMIS)—Delivery Records	21559	03-27-86
Express Mail Next Day Service—Delivery Before 3:00 P.M. (*M-68 Revision*)	21547	01-02-86
Maintenance of Finance Records for Express Mail Corporate Accounts (EMCA)	21553	02-13-86
Use of PS Tag 175—Express Mail Surface Transportation	21559	03-27-86

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Postal Savings System (*DMM, F-1 Revision*)	21559	03-27-86
Revenue Unit—GFY 1985	21550	01-23-86
FIRST-CLASS MAIL		
Mail Segmentations, Directs, and Holdouts (*M-39, POM Revisions*)	21555	02-27-86
FLAG, POSTAL SERVICE		
Postal Service Flag (*ASM Revision*)	21555	02-27-86
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Foreign Order	21558	03-20-86
Foreign Order Notice (*Correction*)	21559	03-27-86
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Form 3811, *Domestic Return Receipt*	21555	02-27-86
Forms Update	21547	01-02-86
Forms Update	21550	01-23-86
Forms Update	21556	03-06-86
Forms Update	21558	03-20-86
Forms Update (*Corrections*)	21551	01-30-86
New Form 1360, *ADP Security Incident Report*	21559	03-27-86
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SF 1094, *United States Tax Exemption Certificate*	21558	03-20-86
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Merchandise Return Service for Federal Agencies (*DMM Revision*)	21548	01-09-86
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Holiday Notice (January 20, 1986)	21547	01-02-86
Levels of Service for National Public Holiday—January 20, 1986	21549	01-16-86
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International Mail—New Weight Limit for Small Packets (*IMM Revision*)	21555	02-27-86
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ZIP + 4 State Directory Placement in Lobbies and Availability for Customer Mail Orders	21555	02-27-86
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Civil Service Retirement Spouse Equity Act	21555	02–27–86
Dual Civil Service Retirement/Social Security Coverage for Former Employees Reemployed After Receiving OWCP Benefits	21552	02–06–86
National Retirement Counseling System	21554	02–20–86
Employment and Placement		
Reassignment—Conversion to Career, Nature of Action Code (NOA) 928 (*P–11 Revision*)	21547	01–02–86
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International First Flight Cachets	21554	02–20–86
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Previously Announced First Flight Philatelic Service (*Correction*)	21557	03–13–86

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14-Cent Settling of Connecticut Postal Card + Stamp Poster 86-9	21557	03-13-86
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22-Cent Duke Ellington Commemorative Stamp + Stamp Poster 86-10	21559	03-27-86
22-Cent Public Hospitals Commemorative Stamp	21556	03-06-86
22-Cent Republic of Texas Commemorative Stamp + Stamp Poster 86-5	21552	02-06-86
22-Cent Sojourner Truth Commemorative Stamp + Stamp Poster 86-2	21548	01-09-86
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18-Cent Surrey Coil Stamp Removed from Sale	21554	02-20-86
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45-Year Service Award Pins	21559	03-27-86
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Interest Rate—Contract Claims	21550	01-23-86
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Ordering of Postmarking Ring Dies and Die Hubs	21556	03-06-86
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Article Title	PB No.	Date
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Postage Rate Increases for Subsidized Categories of Mail (*DMM Revision*)	21557	03–13–86
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Second-Class In-County Rates (*DMM Revision*)	21552	02–06–86
Second-Class In-County Rates	21553	02–13–86
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Inspection Service Access to Records (*ASM Revision*)	21548	01–09–86
Retention Periods for Post Office Forms	21547	01–02–86
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Application for Exceptional Dispatch (*DMM Revision*)	21551	01–30–86
Detached Address Cards (*DMM Reprint*)	21557	03–13–86
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Second-Class In-County Rates (*DMM Revision*)	21552	02–06–86
Second-Class In-County Rates	21553	02–13–86
Second-Class Minimum Packaging and Sacking Requirements (*DMM Revision*)	21555	02–27–86
Second-Class Palletization (*DMM Revision*)	21559	03–27–86
Second-Class Publications of Institutions and Societies (*DMM Revision*)	21552	02–06–86
Second-Class Publications of Institutions and Societies (*DMM Revision*)	21557	03–13–86
Second-Class Transfer Hubs	21559	03–27–86
SPECIAL SERVICES (See also COD)		
Merchandise Return (*DMM Revision*)	21549	01–16–86
Special Service Mail Sent Abroad Via Department of State	21557	03–13–86
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STAMPS/STAMPED PAPER (See also PHILATELY)		
Defective Stamp Stock	21553	02–13–86
Inventory of $2.00 Regular Stamps	21551	01–30–86
Printed Stamped Envelopes	21549	01–16–86
Select Stamp Stock Quantities	21555	02–27–86
Stamps and Stamped Paper Announced for 1986	21553	02–13–86
TELECOMMUNICATIONS		
Including Telephone Numbers in Correspondence (*AS–302 Revision*)	21555	02–27–86
PEN Trouble Reporting Procedures (*Revision*)	21559	03–27–86
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Authorized Use of Trays for Third-Class Mail (*DMM Revision*)	21549	01–16–86

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Treasury Check Envelopes—Color Change	21559	03–27–86
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Treasury Department Checks	21554	02–20–86
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Forwarding and Return Services (*DMM Revision*)	21549	01–16–86
The Business Journal—Form 3579, *Undeliverable 2nd, 3rd, 4th Class Matter (Address Quality Improvement)*	21548	01–09–86
Undeliverable As Addressed Mail	21558	03–20–86
UNIFORM ALLOWANCE PROGRAM		
Uniform Allowance Program	21547	01–02–86
Uniform Allowance Program (*ELM Revision*)	21554	02–20–86
Uniform Program—Licensed Vendor Listing	21559	03–27–86
VEHICLES		
Vehicle Sales	21547	01–20–86
WANTED CIRCULAR		
Wanted Circular Canceled	21558	03–20–86
ZIP CODE		
ZIP + 4 Mailings	21552	02–06–86
ZIP + 4 State Directory Placement in Lobbies and Availability for Customer Mail Orders	21555	02–27–86
ZIP Code Directories	21554	02–20–86

—Document Control Division, 4–10–86.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21560** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010004	112091	294131	335208	490045	701463	770589	891104	926667
010012	112129	294143	335246	498011	705116	770612	891223	926731
010300	113084	303161	336037	500010	705166	770621	901037	926752
011010	114065	303278	336042	503160	711210	770636	901080	926773
016230	114071	303374	336043	505100	711218	770640	901118	926775
016260	115831	303408	336225	511625	713036	770641	901161	926777
018129	115847	303483	336323	520025	722053	770644	901173	926786
019044	115851	303508	336628	522008	723003	770658	901187	926800
021360	117134	303511	337037	532223	741273	770717	901201	926801
021449	117138	303531	337038	551123	750090	770718	901226	926812
021491	117163	303537	372250	551133	750102	770783	901233	926845
023016	117164	303539	381008	551186	752483	770799	901266	927022
023018	117225	303565	381050	554508	752496	770831	901272	927308
024014	117298	303578	381147	554513	752530	770870	901284	927311
025005	122046	303624	381158	554533	760259	770882	901297	931889
027033	122050	303634	381244	591900	760261	770956	901301	935020
033018	122104	314118	381267	600058	760269	782221	901322	937070
054032	122109	314534	381306	600274	760281	782240	901324	937104
069220	122111	314542	381359	600608	761286	782259	901329	941312
069250	122115	319005	381361	600688	762006	782272	901412	945237
075094	139010	325106	382004	600689	770037	784125	901455	950143
075097	142041	327056	402076	601514	770043	787301	902082	951143
079024	142145	328104	431004	601558	770068	791063	902436	951169
079070	185017	328108	432152	602004	770072	791064	902457	951187
079378	188001	328122	432155	602006	770120	791068	907238	951189
080115	191402	331496	432174	605162	770146	791072	912036	952040
080116	191413	331508	432186	605164	770149	791075	912231	958143
080127	191447	331604	439201	607116	770163	791079	913299	960016
080137	191492	331618	441159	607627	770190	794065	913344	968203
085004	191506	331619	441429	620005	770191	794077	913374	968224
100561	193109	331623	452038	622068	770199	800053	913392	981535
101079	200163	331647	462049	624006	770219	801009	917236	984064
101275	200192	331700	462195	626029	770268	801012	917480	985020
101397	208065	331703	462203	631182	770270	802276	917502	992142
101485	209002	333274	462207	631247	770298	802436	917525	995194
101660	209006	333356	462208	631291	770351	802442	917551	995203
101727	220085	333716	462209	631300	770368	802465	917571	997087
101786	253057	333726	468053	631311	770400	802468	917599	997088
103009	272014	333730	468063	641272	770402	837053	921347	997089
104021	274107	333743	480094	658101	770407	841221	922027	997090
104034	274111	334172	480281	672009	770419	850095	922035	997110
108005	275049	335037	480307	672105	770429	850360	924098	
109002	282193	335058	480315	672143	770466	850405	924107	
109017	283001	335166	489200	678003	770535	856016	926462	
110049	294061	335176	490041	701041	770574	882071	926603	

—Customer Services Dept., 4–10–86.

POST OFFICE CHANGES NUMBER 9

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	050462	93384	CA	Bakersfield	Kern	South Bakersfield (Post Office Boxes).	Classified Station	1-01-85	
OLD	073618	81634	CO	Gilman	Eagle		Post Office	4-22-86	Post Office and ZIP Code discontinued. Send mail to Minturn, CO. Use Minturn, CO 81645 as last line of address.
NEW	076246	81645	CO	Minturn	Eagle		Post Office	4-22-86	
OLD	119465	334	FL	West Palm Beach, FL 334	Palm Beach		Management Sectional Center.	1-01-86	New 3-Digit area assigned to West Palm Beach, FL Management Sectional Center.
NEW	119465	334, 349	FL	West Palm Beach, FL 334, 349.	Palm Beach		Management Sectional Center.	1-01-86	
OLD	154125	83835	ID	Hayden Lake	Kootenai		Post Office	4-03-86	Post Office name changed. Use Hayden, ID 83835 as last line of address.
NEW	154125	83835	ID	Hayden	Kootenai		Post Office	4-03-86	
OLD									Place Name established. Use Hayden Lake, ID 83835 as last line of address.
NEW	154125	83835	ID	Hayden	Kootenai	Hayden Lake	Place Name	4-03-86	
OLD									New ZIP Code assigned to Post Office Boxes at Branch.
NEW	160282	60009	IL	Arlington Heights	Cook	Elk Grove Village (Post Office Boxes).	Classified Branch	1-01-86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	172651	47716	IN	Evansville	Vanderburgh	Lawndale (Post Office Boxes).	Classified Station	1-06-86	
OLD									New ZIP Code assigned to delivery area.
NEW	172915	46835	IN	Fort Wayne	Allen	Northwood (New Delivery Area).	Classified Branch	7-01-86	
OLD									New ZIP Code assigned to delivery area.
NEW	174037	46214	IN	Indianapolis	Marion	Speedway (New Delivery Area).	Classified Branch	7-01-86	
OLD	247871	01565	MA	Sterling Junction	Worcester		Post Office	2-14-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Sterling Junction, MA 01565 as last line of address.
NEW	247854	01565	MA	Sterling	Worcester	Sterling Junction	Place Name	2-14-86	
OLD	248279	01568	MA	Upton	Worcester		Post Office	2-15-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Upton, MA 01568 as last line of address.
NEW	249248	01568	MA	West Upton	Worcester	Upton	Place Name	2-15-86	
OLD	249231	01474	MA	West Townsend	Middlesex		Post Office	2-01-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use West Townsend, MA 01474 as last line of address.
NEW	248177	01474	MA	Townsend	Middlesex	West Townsend	Place Name	2-01-86	
OLD									New ZIP Code assigned to delivery area.
NEW	254400	49424	MI	Holland	Ottawa	Holland (New Delivery Area).	Post Office	7-01-86	
OLD									New ZIP Code assigned to delivery area. This is a split of ZIP Code 39501.
NEW	273146	39507	MS	Gulfport	Harrison	Courthouse Road (New Delivery Area).	Classified Station	4-10-86	

POST OFFICE CHANGES NUMBER 9—Continued

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	274186	39450	MS	Leaf	Greene		Post Office	4-01-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Change ZIP Code. Use Leaf, MS 39456 as last line of address.
NEW	274693	39456	MS	McLain	Greene	Leaf	Place Name	4-01-86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	304800	68848	NE	Kearney	Buffalo	Kearney (Post Office Boxes).	Post Office	4-07-86	
OLD	345019	88123	NM	Lingo	Roosevelt		Post Office	4-22-86	Post Office and ZIP Code discontinued. Send mail to Portales, NM. Use Portales, NM 88130 as last line of address.
NEW	346888	88130	NM	Portales	Roosevelt		Post Office	4-22-86	
OLD	355825	09310	NY	New York	New York	APO 09310	Classified Branch	2-28-86	APO discontinued.
NEW									
OLD	355825	09372	NY	New York	New York	APO 09372	Classified Branch	2-28-86	APO discontinued.
NEW									
OLD	355825	09373	NY	New York	New York	APO 09373	Classified Branch	2-28-86	APO discontinued.
NEW									
OLD	355825	09376	NY	New York	New York	APO 09376	Classified Branch	2-28-86	APO discontinued.
NEW									
OLD	355825	09460	NY	New York	New York	APO 09460	Classified Branch	2-28-86	APO discontinued.
NEW									
OLD	355825	09483	NY	New York	New York	APO 09483	Classified Branch	2-28-86	APO discontinued.
NEW									
OLD	355825	09657	NY	New York	New York	APO 09657	Classified Branch	2-28-86	APO discontinued.
NEW									
OLD	375600	58462	ND	Ludden	Dickey		Post Office	4-26-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Change ZIP Code. Use Ludden, ND 58447 as last line of address.
NEW	373936	58447	ND	Guelph	Dickey	Ludden	Place Name	4-26-86	
OLD	457680	29134	SC	Saint Charles	Lee		Post Office	4-01-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Saint Charles, SC 29104 as last line of address.
NEW	455700	29104	SC	Mayesville	Lee	Saint Charles	Place Name	4-01-86	
OLD	469738	57385	SD	Woonsocket	Jerauld	Lane	Place Name	4-03-86	To correct ZIP Code and unit type.
NEW	469738	57358	SD	Woonsocket	Jerauld	Lane	Community Post Office.	4-03-86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	474632	37950	TN	Knoxville	Knox	Main Office (Post Office Boxes).	Post Office	5-01-86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	487980	78279	TX	San Antonio	Bexar	Nimitz (Post Office Boxes).	Classified Station	2-01-86	

POST OFFICE CHANGES NUMBER 9—Continued

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	499078	84077	UT	Trout Creek	Juab		Post Office	4-22-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Change ZIP Code. Use Trout Creek, UT 84083 as last line of address.
NEW	499554	84083	UT	Wendover	Juab	Trout Creek	Place Name	4-22-86	
OLD	519522	22575	VA	Washington's Birthplace	Westmoreland		Post Office	4-21-86	Post Office and ZIP Code discontinued. Establish as a Community Post Office. Change ZIP Code. Use Washington's Birthplace, VA 22443 as last line of address.
NEW	512064	22443	VA	Colonial Beach	Westmoreland	Washington's Birthplace	Community Post Office.	4-21-86	
OLD	568110	53090	WI	Taycheedah	Fond Du Lac		Post Office	5-10-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Change ZIP Code. Use Taycheedah, WI 54935 as last line of address.
NEW	562930	54935	WI	Fond Du Lac	Fond Du Lac	Taycheedah	Place Name	5-10-86	

—Delivery Services Dept., 4-10-86.

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21556 article.

459,203,201 to 3,300
459,219,301 to 9,900
459,831,901 to 2,500
460,008,060 to 8,075
461,137,601 to 7,900
461,170,981 to 1,000
461,304,906 to 5,100
461,393,102 to 3,400
461,757,001 to 7,500
461,882,656 to 3,200
462,378,501 to 8,600
463,196,321 to 6,340
463,221,045 to 1,200
463,312,700 to 2,800
463,792,231 to 2,300
465,721,001 to 1,200
466,469,490 to 9,500
467,078,146 to 8,400
467,224,173 to 4,200
467,229,732 to 9,800
467,245,501 to 6,000
467,246,033 to 6,100
468,399,981 thru 468,400,000
469,281,701 to 1,800
469,899,682 to 9,720
470,922,901 to 3,300
472,349,101 to 9,600
472,395,284 to 5,400
474,094,501 to 4,800
474,155,876 to 5,900
475,972,101 to 2,160
475,977,186 to 7,240
476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
488,553,870 to 4,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
509,073,646 to 5,100
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
515,697,926 to 7,929
515,790,190 to 0,230
515,892,011 to 020
516,649,101 to 9,200
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
521,995,972 to 996,008
523,727,009 to 100

INTELPOST® SERVICE...
THE FASTEST MAIL ON EARTH.

INTELPOST®

APRIL 1986

Have you seen any of these children?

Sandi Lynn Sunderland
Born: 02/17/76
Date missing: 10/07/85
From: Bullhead City, AZ

Tracy Ann Byrd
Born: 07/07/68
Date missing: 03/07/83
From: Bensalem Township, PA

Maurice Laron Jefferson
Born: 08/08/67
Date missing: 11/28/83
From: Ft. Lauderdale, FL

Anthony Hungerford
Born: 05/06/69
Date missing: 10/11/85
From: Brooklyn Center, MN

Hector Modesto Martinez
Born: 08/03/74
Date missing: 07/13/85
From: East Los Angeles, CA

Christi Dianne Proctor
Born: 02/29/76
Date missing: 02/15/86
From: Dallas, TX

Please Call the National Center for Missing and Exploited Children—
HOT LINE 1–800–843–5678

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations and branches. Please remove and discard previous versions. At their option, operators of contract postal units may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service *only* through periodic issues of the POSTAL BULLETIN.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21560 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
269 942 9300 to 9999
269 943 0000 to 0999
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
274 609 4285 to 4299
274 990 9045 to 9099
275 628 6344 to 6399
276 540 8653 to 8699
277 138 2424 to 2499
277 182 3933 to 3999
277 579 5683 to 5699
278 965 4400 to 4499
278 965 4900 to 4917
279 022 5467 to 5499
279 256 2135 to 2199
279 436 9365 to 9399
279 795 6200 to 6399
279 941 8435 to 8499
280 255 8618 to 8647
280 619 5719 to 5732
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 566 7600 to 7699
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6817 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
344 175 9580 to 9589
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 755 7904 to 7999
349 910 0000 to 0399
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
366 772 6702 to 6799
366 998 7669 to 7681
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

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POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

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21562

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21562—April 17, 1986—28 Pages

Message From the Postmaster General

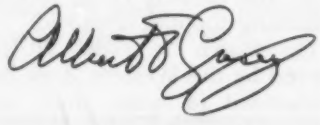
Safety Policy Statement

I should like to take this opportunity to affirm my personal commitment to the Postal Service's safety and health program. At this time, when the Postal Service faces increased challenges in the marketplace, we must take advantage of every means possible to remain competitive. A strong safety and health program, emphasizing the prevention of accidents, will help us reach this goal.

Accidents drain our resources and reduce our efficiency by depriving us of our major resource—our people. Accidents and injuries to postal personnel cause pain and suffering to them and their families.

Accidents are also costly. Each accident costs the Postal Service in terms of damaged mail and equipment, workers' compensation payments, overtime needed to compensate for the loss of the injured person, and the supervisors' time spent investigating and preparing accident reports. They lessen our productivity and detract from our reliability.

Safety is good business. I am asking each of you for your commitment to and active involvement in our safety and health program. Working safely not only benefits the Postal Service, but also provides real personal benefits to all of us.



ALBERT V. CASEY,
Postmaster General.

NEWARK PUBLIC LIBRARY
MAY 1 1986
U. S. GOVT. PUBS.
DEPOSITORY

Electric Space Heaters—Safety Alert

The General Services Administration (GSA) advises that a number of fires have been occurring in electric space heater NSN 4520-00-555-8696, Model HF-12GT, manufactured by Patton Electric, New Haven, Indiana. GSA asks all customers to remove the item from service while the cause of the fires is being determined.

GSA requests postal installations with space heaters manufactured by Patton to send a written report listing the quantities on hand, the GSA contract number, and date of manufacture to Debra Lisek, Office of Contract Management (5FQC), 230 South Dearborn Street, Chicago, Illinois 60604-1503, telephone (commercial) (312) 353-1504. The above office will provide disposition instructions to those customers submitting reports before July 1, 1986, which cite this safety alert. Reporting offices must also include a complete address and commercial telephone number.—*Procurement and Supply Dept., 4-17-86.*

Forms 1784-A, B and C

Safety and Health Inspection Checklist and Deficiency Report

Forms 1784-A, and B, *Safety and Health Inspection Checklist* and Form 1784-C, *Safety and Health Deficiency Report,* have been revised and are available from area supply centers. Order forms as necessary using Form 7380, *Supply Center Requisition.* Upon receipt of the revised Forms 1784 (February 1986 edition), all previous issues will be obsolete.

Use the revised forms to conduct and document required safety and health inspections, and quarterly fire safety inspections. Additional instructions regarding the use of Form 1784 and the procedures for conducting safety and health or fire inspections, are contained in sections 825 and 852 of the EMPLOYEE & LABOR RELATIONS MANUAL.—*Employee Relations Dept., 4-17-86.*

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Message From the Postmaster General

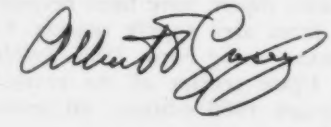
NATIONAL VOLUNTEER WEEK
April 20–26, 1986

April 20–26 has been designated National Volunteer Week by the President to recognize groups and individuals who help their communities through voluntary services.

The spirit of voluntarism has long been a part of postal history. This year, I am proud to announce that the Carrier Alert Program sponsored jointly by the Postal Service, the National Association of Letter Carriers and the National Association of Rural Letter Carriers is a recipient of the 1986 President's Volunteer Action Award. The Carrier Alert Program is an outstanding example of volunteer programs sponsored by the Postal Service and supported by postal people.

During National Volunteer Week, postal installations throughout the nation will recognize employees who have been selected to receive the Community Service Award. Formally, the Community Service Award recognizes a few postal people who are nominated, but I know that more than 765,666 postal people support community projects through the Combined Federal Campaign and other traditional community programs.

I take great pleasure in acknowledging postal people who are volunteers. Through their humanitarian efforts, they make a difference in the community that reflects well on the Postal Service as an organization and on themselves as individuals.



ALBERT V. CASEY,
Postmaster General.

Express Mail

Several incidents have come to our attention recently that indicate a lack of attention to proper Express Mail handling procedures. These incidents must be corrected immediately.

When dumping Express Mail pouches, make every effort to ensure that the pouch is completely empty. Employees must "elbow" these pouches, removing all contents and eliminating the possibility of late delivery.

USPS Express Mail Envelopes and Containers

Acceptance employees should encourage customers to use USPS supplied Express Mail mailing envelopes and containers, particularly in those instances where customers are mailing Express Mail shipments in #10 envelopes. Express Mail mailing labels are generally larger than #10 envelopes and the adhesive on portions overlapping the envelope can cause the shipment to stick to other mail or to the inside of pouches. Also, Express Mail accepted in plain envelopes and containers may not be readily recognizable as Express Mail and may be erroneously entered into a nonexpedited mail stream for processing. Caution all USPS personnel accepting Express Mail in other than USPS supplied envelopes and containers to be alert to this possibility. Ensure that Express Mail enters and remains in the Express Mail distribution and transportation network.

Postmasters should bring these matters to the attention of all Express Mail acceptance and distribution personnel to ensure we maintain our high level of Express Mail performance.

—Delivery Services Dept., 4–17–86.

Reminder

Requisitioning of Supplies From the Western Area Supply Center

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

On March 3, 1986, all postal installations served by the Western Area Supply Center were authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. Accordingly, offices should maintain no more than a 1-month level of supplies.

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—Procurement & Supply Dept., 4–17–86.

U.S. PRESIDENTS SOUVENIR MINIATURE STAMP SHEETS

Do Not Sell Before May 23, 1986

Four 1986 U.S. Presidents miniature sheets will be placed on sale May 22, 1986, in Chicago, IL during AMERIPEX 86, the international philatelic show. Each of the four miniature sheets contains nine 22-cent stamps. Thirty-five stamps feature deceased U.S. Presidents and a 36th stamp depicts the Presidential residence, the White House. In the selvage of each miniature sheet are the words "Presidents of the United States," the Roman numeral "I," "II," "III," or "IV," to indicate the sheet number and the name, location and date of AMERIPEX 86. (A sample of Sheet I is shown below.) Each of the stamps will be in the standard vertical commemorative format, but there will be no plate numbers. *The stamps will be sold only in complete sets containing all four miniature sheets at a cost of $7.92.*

Collector information is on page 19.

Copyright material has been deleted; not available for Microfiche Edition.

Supply. All post offices will receive an automatic distribution of one set for each pane of 50 commemorative stamps furnished on a double-the-standard distribution. Post offices with authorized philatelic centers will receive a second automatic distribution. Offices that currently receive less than a carton of select stock will receive 625 sets per philatelic center; those receiving one to three cartons of select stock will receive 2,500 sets and the remaining offices 5,000 sets. There are no provisions for reordering additional stock of this stamp, **Item 564.** Postal data centers will be furnishing Stamp Distribution Offices with the necessary documents to make subsequent distributions to associate offices.

The Bureau of Engraving and Printing will insert each set in a special preprinted envelope. *The sets are not to be removed from the envelopes* since the stamps will be sold in complete sets only. There will be 25 sets shrinkwrapped to a pack and a carton will contain 25 packs or a total of 22,500 stamps.—*Marketing Dept., 4–17–86.*

CANADA-U.S. MONEY ORDER CONVERSION RATES

Effective immediately, the rate for money orders ISSUED for payment in CANADA will be 1.00 U.S. Dollar equals 1.38 Canadian. However, postal employees must use a more current rate when a customer wishes to purchase money orders payable in Canada with a total value in excess of $3,200. The current Canadian exchange rate may be obtained by calling 202–268–2879. If you have any other questions regarding money orders, call 202–268–5181. When a money order is issued for payment in Canada the issuing employee must enter the Canadian dollar amount in the "USED FOR" block of the money order.

Use the table on the left to convert from U.S. dollars to Canadian, or the table on the right to convert from Candian dollars to U.S.

U.S.–CANADA MONEY ORDER CONVERSION RATES

U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada
$0.01	$0.01	$0.51	$0.70	$1.00	$1.38	$51.00	$70.38
0.02	0.03	0.52	0.72	2.00	2.76	52.00	71.76
0.03	0.04	0.53	0.73	3.00	4.14	53.00	73.14
0.04	0.06	0.54	0.75	4.00	5.52	54.00	74.52
0.05	0.07	0.55	0.76	5.00	6.90	55.00	75.90
0.06	0.08	0.56	0.77	6.00	8.28	56.00	77.28
0.07	0.10	0.57	0.79	7.00	9.66	57.00	78.66
0.08	0.11	0.58	0.80	8.00	11.04	58.00	80.04
0.09	0.12	0.59	0.81	9.00	12.42	59.00	81.42
0.10	0.14	0.60	0.83	10.00	13.80	60.00	82.80
0.11	0.15	0.61	0.84	11.00	15.18	61.00	84.18
0.12	0.17	0.62	0.86	12.00	16.56	62.00	85.56
0.13	0.18	0.63	0.87	13.00	17.94	63.00	86.94
0.14	0.19	0.64	0.88	14.00	19.32	64.00	88.32
0.15	0.21	0.65	0.90	15.00	20.70	65.00	89.70
0.16	0.22	0.66	0.91	16.00	22.08	66.00	91.08
0.17	0.23	0.67	0.92	17.00	23.46	67.00	92.46
0.18	0.25	0.68	0.94	18.00	24.84	68.00	93.84
0.19	0.26	0.69	0.95	19.00	26.22	69.00	95.22
0.20	0.28	0.70	0.97	20.00	27.60	70.00	96.60
0.21	0.29	0.71	0.98	21.00	28.98	71.00	97.98
0.22	0.30	0.72	0.99	22.00	30.36	72.00	99.36
0.23	0.32	0.73	1.01	23.00	31.74	73.00	100.74
0.24	0.33	0.74	1.02	24.00	33.12	74.00	102.12
0.25	0.35	0.75	1.04	25.00	34.50	75.00	103.50
0.26	0.36	0.76	1.05	26.00	35.88	76.00	104.88
0.27	0.37	0.77	1.06	27.00	37.26	77.00	106.26
0.28	0.39	0.78	1.08	28.00	38.64	78.00	107.64
0.29	0.40	0.79	1.09	29.00	40.02	79.00	109.02
0.30	0.41	0.80	1.10	30.00	41.40	80.00	110.40
0.31	0.43	0.81	1.12	31.00	42.78	81.00	111.78
0.32	0.44	0.82	1.13	32.00	44.16	82.00	113.16
0.33	0.46	0.83	1.15	33.00	45.54	83.00	114.54
0.34	0.47	0.84	1.16	34.00	46.92	84.00	115.92
0.35	0.48	0.85	1.17	35.00	48.30	85.00	117.30
0.36	0.50	0.86	1.19	36.00	49.68	86.00	118.68
0.37	0.51	0.87	1.20	37.00	51.06	87.00	120.06
0.38	0.52	0.88	1.21	38.00	52.44	88.00	121.44
0.39	0.54	0.89	1.23	39.00	53.82	89.00	122.82
0.40	0.55	0.90	1.24	40.00	55.20	90.00	124.20
0.41	0.57	0.91	1.26	41.00	56.58	91.00	125.58
0.42	0.58	0.92	1.27	42.00	57.96	92.00	126.96
0.43	0.59	0.93	1.28	43.00	59.34	93.00	128.34
0.44	0.61	0.94	1.30	44.00	60.72	94.00	129.72
0.45	0.62	0.95	1.31	45.00	62.10	95.00	131.10
0.46	0.63	0.96	1.32	46.00	63.48	96.00	132.48
0.47	0.65	0.97	1.34	47.00	64.86	97.00	133.86
0.48	0.66	0.98	1.35	48.00	66.24	98.00	135.24
0.49	0.68	0.99	1.37	49.00	67.62	99.00	136.62
0.50	0.69			50.00	69.00	100.00	138.00
						200.00	276.00
						300.00	414.00
						400.00	552.00
						500.00	690.00
						600.00	828.00
						700.00	966.00

CANADA-U.S. MONEY ORDER CONVERSION RATES

Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.
$0.01	$0.01	$0.51	$0.37	$1.00	$0.72	$51.00	$36.96
0.02	0.01	0.52	0.38	2.00	1.45	52.00	37.68
0.03	0.02	0.53	0.38	3.00	2.17	53.00	38.41
0.04	0.03	0.54	0.39	4.00	2.90	54.00	39.13
0.05	0.04	0.55	0.40	5.00	3.62	55.00	39.86
0.06	0.04	0.56	0.41	6.00	4.35	56.00	40.58
0.07	0.05	0.57	0.41	7.00	5.07	57.00	41.30
0.08	0.06	0.58	0.42	8.00	5.80	58.00	42.03
0.09	0.07	0.59	0.43	9.00	6.52	59.00	42.75
0.10	0.07	0.60	0.43	10.00	7.25	60.00	43.48
0.11	0.08	0.61	0.44	11.00	7.97	61.00	44.20
0.12	0.09	0.62	0.45	12.00	8.70	62.00	44.93
0.13	0.09	0.63	0.46	13.00	9.42	63.00	45.65
0.14	0.10	0.64	0.46	14.00	10.14	64.00	46.38
0.15	0.11	0.65	0.47	15.00	10.87	65.00	47.10
0.16	0.12	0.66	0.48	16.00	11.59	66.00	47.83
0.17	0.12	0.67	0.49	17.00	12.32	67.00	48.55
0.18	0.13	0.68	0.49	18.00	13.04	68.00	49.28
0.19	0.14	0.69	0.50	19.00	13.77	69.00	50.00
0.20	0.14	0.70	0.51	20.00	14.49	70.00	50.72
0.21	0.15	0.71	0.51	21.00	15.22	71.00	51.45
0.22	0.16	0.72	0.52	22.00	15.94	72.00	52.17
0.23	0.17	0.73	0.53	23.00	16.67	73.00	52.90
0.24	0.17	0.74	0.54	24.00	17.39	74.00	53.62
0.25	0.18	0.75	0.54	25.00	18.12	75.00	54.35
0.26	0.19	0.76	0.55	26.00	18.84	76.00	55.07
0.27	0.20	0.77	0.56	27.00	19.57	77.00	55.80
0.28	0.20	0.78	0.57	28.00	20.29	78.00	56.52
0.29	0.21	0.79	0.57	29.00	21.01	79.00	57.25
0.30	0.22	0.80	0.58	30.00	21.74	80.00	57.97
0.31	0.22	0.81	0.59	31.00	22.46	81.00	58.70
0.32	0.23	0.82	0.59	32.00	23.19	82.00	59.42
0.33	0.24	0.83	0.60	33.00	23.91	83.00	60.14
0.34	0.25	0.84	0.61	34.00	24.64	84.00	60.87
0.35	0.25	0.85	0.62	35.00	25.36	85.00	61.59
0.36	0.26	0.86	0.62	36.00	26.09	86.00	62.32
0.37	0.27	0.87	0.63	37.00	26.81	87.00	63.04
0.38	0.28	0.88	0.64	38.00	27.54	88.00	63.77
0.39	0.28	0.89	0.64	39.00	28.26	89.00	64.49
0.40	0.29	0.90	0.65	40.00	28.99	90.00	65.22
0.41	0.30	0.91	0.66	41.00	29.71	91.00	65.94
0.42	0.30	0.92	0.67	42.00	30.43	92.00	66.67
0.43	0.31	0.93	0.67	43.00	31.16	93.00	67.39
0.44	0.32	0.94	0.68	44.00	31.88	94.00	68.12
0.45	0.33	0.95	0.69	45.00	32.61	95.00	68.84
0.46	0.33	0.96	0.70	46.00	33.33	96.00	69.57
0.47	0.34	0.97	0.70	47.00	34.06	97.00	70.29
0.48	0.35	0.98	0.71	48.00	34.78	98.00	71.01
0.49	0.36	0.99	0.72	49.00	35.51	99.00	71.74
0.50	0.36			50.00	36.23	100.00	72.46
						200.00	144.93
						300.00	217.39
						400.00	289.86
						500.00	362.32
						600.00	434.78
						700.00	507.25

—Office of the Treasurer, 4–17–86.

DMM Revision

NEW BULK THIRD-CLASS SACKING REQUIREMENTS

Effective April 20, 1986, DOMESTIC MAIL MANUAL (DMM) 622 and 667 are revised to incorporate a new set of sacking requirements for bulk third-class mail. These new sacking requirements are designed to eliminate mailers' preparation of lightweight sacks of bulk third-class mail which over the years have created inefficiencies in postal operations.

Summary of Changes

In general, the new regulations will increase the minimum sacking requirements for most sacks of bulk third-class mail from current levels to 125 pieces or 15 pounds of mail. Also, under the new regulations, carrier route and 5-digit mail will qualify for the discounted rates when sacked to 3-digit destinations. These changes affect only bulk third-class sacking requirements. The minimum quantity required per mailing remains unchanged at 200 pieces or 50 pounds of mail. Similarly, packaging requirements are unchanged.

Third-Class Sacks Survey

The new regulations are based upon a survey of third-class sacks and a study which analyzed the current minimum sacking requirements for bulk third-class mail. The sacking survey was undertaken to determine the characteristics of current bulk third-class sacks. The results of this survey showed that lightweight sacks of bulk third-class mail make up a substantial portion of our sack handling workloads.

The minimum sacking study was designed to examine our current sacking requirements to determine a more economical set of sacking requirements for bulk third-class mail which, in turn, would lower operating costs and help relieve sack sorting capacity problems at bulk mail centers (BMCs) and other facilities. The results of this study indicated that the current minimum sacking requirements for bulk third-class mail are significantly below the levels that were determined to be the most economical. The new sacking requirements, presented below, are based on the results of this study.

As noted above, the new regulations will produce lower operating costs and help to relieve the strain on BMC sack sorting capacities. They should also provide benefits for mailers. The new regulations will reduce the number of sacks prepared by mailers, and this should result in lower preparation costs for mailers. Also, the reduction in required sack preparations will lower sack demand providing relief from sack shortages experienced by many mailers.

Transition Period

A transition period of 120 days will be provided for mailers. Compliance with the new regulations becomes mandatory on **August 24, 1986.** During the transition period mailers may choose to prepare mailings in accordance with the preparation requirements currently appearing in the DMM, or they may prepare mailings in accordance with the new regulations. Mailers of third-class bulk mailings will not have mailings rejected during the transition period for failure to meet the new 125-piece/15-pound minimum sacking requirements. Postal Service acceptance and verification procedures are being formulated and will be published prior to the August 24, 1986, mandatory compliance date.

The DMM is revised as follows:

Chapter 3—Third-Class Mail

* * * * *

622 Third-Class Bulk Mail
622.1 Eligibility

.11 Carrier Route Presort Level

a. Minimum Quantity. Each mailing must consist of at least 200 pieces or 50 pounds of mail presorted to carrier routes in accordance with 667.3. Each piece must be part of a group of 10 or more pieces packaged to the same carrier route, rural route, highway contract route, post office box section, or general delivery unit. Packages must be placed in either a carrier route, 5-digit carrier routes, or 3-digit carrier routes sack. Each sack must contain a minimum of 125 pieces or 15 pounds of qualifying carrier route packages to be eligible for the carrier route presort level rate.

Exception: Saturation mailers of carrier route presorted mail may, at their option, prepare 5-digit carrier routes sacks containing fewer than the 125 pieces or 15 pounds of mail for those 5-digit ZIP Code areas that do not have a sufficient number of residential deliveries to meet the 125 piece minimum at a 90 percent saturation level. A saturation mailing is defined as a mailing sent to at least 90 percent of the total residential addresses within a 5-digit ZIP Code area.

b. Residual. Those pieces not part of a group of 10 or more pieces packaged to a particular carrier route, or those which are part of a group of 10 or more pieces packaged to a particular carrier route but which cannot be placed in sack containing a minimum of 125 pieces or 15 pounds of qualifying mail, are residual pieces. Residual pieces may be included in a carrier route presort rate mailing and may bear the Carrier Route Presort endorsement subject to the following provisions:

(1) Residual pieces do not count towards the minimum quantity requirements for the carrier route presort level rate.

(2) The number of residual pieces to any single 5-digit ZIP Code area may not exceed 5 percent of the total qualifying presorted carrier route pieces addressed to that 5-digit area.

(3) Residual pieces are not eligible for the carrier route presort level rate and must have postage paid at the appropriate third-class "basic" level bulk rate.

(4) Residual pieces must be prepared in accordance with 667.3.

* * * * *

622.12 Five-Digit Presort Level

.12 Five-Digit Presort Level

a. Minimum Quantity. Each mailing must consist of at least 200 pieces or 50 pounds of qualifying mail presorted to 5-digit destinations. Each piece must be part of a package of 10 or more pieces to the same 5-digit ZIP Code destination and the packages must be placed in a 5-digit, unique 3-digit city or 3-digit sack as follows:

(1) Five-digit sacks must contain a minimum of 125 pieces or 15 pounds of mail.

Exception: Five-digit sacks containing 10 or more pounds of mail which are part of a machinable parcel mailing prepared in accordance with 667.2, will qualify for the 5-digit presort rate level.

(2) For unique 3-digit multi-ZIP Code cities listed in Exhibit 122.63b, mailers may commingle different 5-digit packages of 10 or more pieces in unique 3-digit city sacks providing:

(a) Each sack contains at least 125 pieces or 15 pounds of mail, and

(b) Three-digit city packages are NOT included in the sack, and

(c) 125 pieces or 15 pounds of mail for a single 5-digit ZIP Code (within the unique 3-digit city) must be sacked separately.

(3) Three-digit sacks must contain a minimum of 125 pieces or 15 pounds of mail with a minimum of 50 pieces or 10 pounds to each 5-digit ZIP Code destination contained within the 3-digit sack.

Note—Sacks containing fewer than 125 pieces or less than 15 pounds of mail will NOT be accepted. Fifty pieces or 10 pounds of mail for a 5-digit destination will qualify for the 5-digit presort level rate when prepared in packages and bundles presented on pallets in accordance with 667.

* * * * *

667.1 Preparation Requirements for Basic Rate

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.13 Sacking Requirements

.131 General

a. Sack Preparation. Packages must be sorted and sacked to destinations in accordance with 667.132a through 667.132h. Mailers must note on the mailing statement submitted with the mailing whether the 125 piece or 15 pound minimum, or both, were used as the basis for preparing the entire mailing in sacks.

Exceptions:

(1) If authorized to bundle or palletize, mailers must prepare packages and bundles in accordance with 667.5 or 667.6.

(2) Mailers who Express Mail drop ship bulk third-class mailings in accordance with 136.7 may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

b. Sack Label Color. Sack labels must be white or manila (other colors will not be accepted).

c. Sack Weight. No more than 70 pounds of mail may be placed in any sack.

.132 Sortation

a. 5-Digit Sacks. When there are 125 pieces or 15 pounds of mail packaged to the same 5-digit ZIP Code destination, the packages MUST be placed in a 5-digit sack labeled to the 5-digit destination. Five-digit sacks containing fewer than 125 pieces or less than 15 pounds of mail will NOT be accepted. Each sack must be labeled in the following manner:

Line 1:	City, State and 5-digit destination.
Line 2:	Contents.
Line 3:	Office of Mailing.
Sample:	PHILADELPHIA PA 19118
	3C FLATS
	BOSTON MA

Note: If a mailing consists of both machinable parcels and irregular parcels as defined in 128 and as provided for in 622.14, the contents line of 5-digit sack labels must read "3C MACH and IRREG." When there are 10 pounds of material for a 5-digit ZIP Code destination, it must be placed in a 5-digit sack. Sacks containing less than 10 pounds of mail may be prepared. Pieces in a 5-digit sack that contains machinable and irregular parcels need not be packaged as required by 667.121b.

b. Optional City Sacks. If after preparing required 5-digit sacks, there are 125 pieces or 15 pounds of mail packaged to the multi-ZIP Coded cities listed in Exhibit 122.63a, mailers are encouraged to place those packages into city sacks. City sacks containing fewer than 125 pieces or less than 15 pounds will NOT be accepted. Each sack must be labeled in the following manner:

Line 1:	City, State and Lowest 5-digit ZIP Code.
Line 2:	Contents.
Line 3:	Office of Mailing
Sample:	AURORA IL 60504
	3C LTRS
	BOSTON MA

Note: An optional city sack may contain both machinable and irregular parcels (as defined in 128) when there are at least 10 pounds of material for the optional city sack. The contents line for optional city sack labels for sacks which are part of a mailing containing machinable and irregular parcels must read "3C MACH AND IRREG." Pieces in an optional city sack that contains both machinable and irregular parcels need not be packaged as required by 667.121c.

c. 3-Digit Sacks. When after preparing required 5-digit and optional city sacks, there are 125 pieces or 15 pounds of mail packaged to the same 3-digit ZIP Code destination, the packages MUST be placed in a 3-digit sack labeled to the 3-digit destination. Three-digit sacks containing fewer than 125 pieces or less than 15 pounds of mail will NOT be accepted. Each sack must be labeled in the following manner:

Line 1:	City, State and 3-digit ZIP Code prefix.
Line 2:	Contents.
Line 3:	Office of Mailing.
Sample:	PHILADELPHIA PA 191 3C FLTS ROCHESTER NY

d. Optional SCF Sacks. When, after preparing required 5-digit, optional city, and required 3-digit sacks, there are 125 pieces or 15 pounds of mail packaged to post offices in the same sectional center facility (SCF) service areas listed in 122.63d, mailers are encouraged to place the packages into SCF sacks. SCF sacks containing fewer than 125 pieces or less than 15 pounds of mail will NOT be accepted. Each sack must be labeled in the following manner:

Line 1:	Name and State of SCF and Lowest 3-digit ZIP Code for that SCF.
Line 2:	Contents.
Line 3:	Office of Mailing.
Sample:	SCF PHILADELPHIA PA 190 3C FLATS BOSTON MA

Note: A list of all SCFs serving more than one 3-digit ZIP Code area, the first three digits of all ZIP Codes served by these facilities, and the principal 3-digit ZIP Code prefix that is to be used on SCF sack labels is contained in Exhibit 122.63d.

e. Optional SDC Sacks. When, after preparing required 5-digit, optional city, required 3-digit and optional SCF sacks, there are 125 pieces or 15 pounds of mail addressed to post offices in the same state distribution center (SDC) service areas listed in Exhibits 122.63g and 122.63h, mailers are encouraged to prepare SDC sacks. SDC sacks containing fewer than 125 pieces or less than 15 pounds will NOT be accepted. Each sack must be labeled in the following manner:

Line 1:	Name and 2-Letter State Abbreviation of SDC for Destination Area and ZIP Code (3-digit or 5-digit as appropriate).
Line 2:	Contents and 2-Letter State Abbreviation.
Line 3:	Office of Mailing.
Sample:	DIS PITTSBURGH PA 150 3C FLTS PA SAN FRANCISCO CA

f. State Sacks. When, after preparing required 5-digit, optional city, required 3-digit optional SCF, and optional SDC sacks, there are 125 pieces or 15 pounds of mail packaged to the same state, the packages MUST be placed into state sacks. Sacks containing fewer than 125 pieces or less than 15 pounds may be prepared. Each sack must be labeled in accordance with Exhibits 122.63j, 122.63k, or 122.63l, as applicable, and in the following manner:

Line 1:	Name and 2-Letter State Abbreviation of SDC for State of Destination and ZIP Code (3-digit or 5-digit as appropriate).
Line 2:	Contents and 2-Letter State Abbreviation.
Line 3:	Office of Mailing.
Sample:	DIS KANSAS CITY MO 640 3C LTRS MO SCRANTON PA

g. Mixed States Sacks. If, after all required and optional sacks have been prepared, there are packages remaining for more than one state, the mail must be placed into MIXED STATES sacks. Each MIXED STATES sack must be labeled in the following manner:

Line 1:	Mixed States Distribution Location.
Line 2:	Contents followed by the words "MIXED STATES".
Line 3:	Office of Mailing.
Sample:	DIS CHICAGO IL 606 3C LTRS MXD STATES CHICAGO IL

Note: The last sack in a mailing may not necessarily be a MIXED STATES sack. For example, if there are 10 pieces remaining for a 3-digit ZIP Code area, which could not be placed in any of the required or optional sacks prepared, those pieces must be placed in a sack and labeled to the 3-digit ZIP Code destination. Equally, the last sack of a mailing could be for any level of sortation and is dependent upon the mail remaining after all required and optional sacks have been prepared. The last sack must be labeled to the appropriate destination depending on the mail for which the sack was prepared.

h. Loose Pack Sack. The term "loose pack sack" refers to the placement of unpackaged, unbound mail pieces in a receptacle such as a mail sack. Management Sectional Center (MSC) managers may authorize mailers to loose pack pieces in full No. 3 sacks without packaging when all material in a sack would normally be "worked" at the point where the sack is opened, e.g., if a 3-digit sack contains no more than nine pieces for any one 5-digit destination. Pieces must be placed to maintain orientation of the pieces while in transit. Mailers desiring to loose pack pieces must request authorization through the post office of mailing.

Note: The following abbreviations may be used on the contents line of sack and pallet labels for basic rate level mailings:

LETTERS	LTRS
FLATS	FLTS
MIXED	MXD
DIGIT	DG

* * * * *

667.2 Machinable Parcel Preparation Requirements

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.22 Sacking Requirements

.221 5-Digit Sacks. When there are 10 or more pounds of mail addressed to the same 5-digit ZIP Code destination, it may be placed in 5-digit sacks. Sacks containing less than 10 pounds of mail will NOT be accepted. Each sack must be labeled in the following manner:

Line 1:	City, State and 5-Digit Destination.
Line 2:	Contents.
Line 3:	Office of Mailing.
Sample:	BINGHAMTON NY 13901 3C MACH WASHINGTON DC

.222 Destination Bulk Mail Center (BMC) Sacks. If, after preparing 5-digit sacks there are 10 pounds or more of mail to a destination BMC delivery area, it must be placed in a destination BMC sack. Each sack must be labeled in the following manner:

Line 1:	Destination BMC and 2-Letter State Abbreviation and ZIP Code.
Line 2:	Contents.
Line 3:	Office of Mailing.
Sample:	BMC CHICAGO IL 608 3C MACH ATLANTA GA

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667.3 Preparation Requirements for Carrier Route Presort Level Rate

.31 Packaging

* * * * *

.312 Residual Packages. All residual packages MUST be labeled with a Red label "D" to facilitate postal verification and handling and be placed in 3-digit carrier routes sacks. Residual packages MUST be prepared in one of the following ways:

a. Residual packages of 10 or more pieces to the same carrier (those which could not be placed in a sack containing at least 125 pieces or 15 pounds of mail) must be labeled with a Red Label "D" and placed in a 3-digit carrier routes sack. In addition to the Red Label "D", residual carrier packages may also be labeled to the carrier route in accordance with 667.311 a or b.

b. Residual pieces of fewer than 10 pieces to a single carrier route may be secured in packages in accordance with 667.311. In addition to the Red Label "D" residual carrier packages may also be labeled to the carrier route in accordance with 667.311 a or b.

c. Residual pieces for an individual carrier route not packaged to a carrier route as provided in 667.312a or 667.312b, must be made up into 5-digit packages.

.32 Sacking

.321 General.

a. Sack Preparation. All qualifying packages of 10 or more pieces to the same carrier route must be placed in sacks in accordance with 667.322 through 667.324. Mailers must note on the mailing statement submitted with the mailing whether the 125 piece or 15 pound minimum, or both, were used as the basis for preparing the entire mailing in sacks.

Exceptions:

(1) If authorized to bundle or palletize, mailers must prepare packages and bundles in accordance with 667.5 or 667.6.

(2) Mailers who Express Mail drop ship bulk third-class mailings in accordance with 136.7 may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

b. Sack Label Color. Sack labels must be white or manila (other colors will not be accepted).

c. Sack Weight. No more than 70 pounds of mail may be placed in any sack.

.322 Carrier Route Sacks. When there are 125 pieces or 15 pounds of qualifying mail to the same carrier route the mail should be placed in a Carrier Route sack. Carrier Route sacks containing fewer than 125 pieces or less than 15 pounds of mail for the same carrier route will NOT be accepted. Each sack must be labeled in the following manner:

Line 1:	City, State and 5-Digit ZIP Code Destination.
Line 2:	Contents and Carrier Route, Rural Route, Post Office Box Section, Highway Contract Route, or General Delivery Unit.
Line 3:	Office of Mailing.
Sample:	SAN FRANCISCO CA 94133 3C LTRS—CR 18 PORTLAND OR

.323 Five-Digit Carrier Routes Sacks. When, after preparing all Carrier Route sacks, there are 125 pieces or 15 pounds of qualifying mail to different carrier routes within the same 5-digit ZIP Code area the mail must be placed in 5-digit Carrier Routes sacks labeled to the 5-digit ZIP Code destination. Five-Digit Carrier Routes sacks containing fewer than 125 pieces or less than 15 pounds of mail may only be prepared under the following exception:

Exceptions: Saturation mailers of carrier route presorted mail may, at their option, prepare 5-digit Carrier Routes sacks containing fewer than 125 pieces or less than 15 pounds of mail for those 5-digit ZIP Code areas that do not have a sufficient number of residential deliveries to meet the 125 piece minimum at a 90 percent saturation level. A saturation mailing is defined as a mailing sent to at least 90 percent of the total residential addresses within a 5-digit ZIP Code area. Five-Digit Carrier Routes sacks must be labeled in the following manner:

Line 1:	City, State and 5-digit ZIP Code Destination.
Line 2:	Contents followed by the words CARRIER ROUTES.
Line 3:	Office of Mailing.
Sample:	SAN FRANCISCO CA 94133 3C LTRS CR RTS SYRACUSE NY

.324 Three-Digit Carrier Routes Sacks. When, after preparing all Carrier Route and required 5-digit Carrier Routes sacks, there are 125 pieces or 15 pounds or more of qualifying mail to different carrier routes within the same 3-digit ZIP Code area, they MUST be placed in 3-digit Carrier Routes sacks and labeled to the 3-digit ZIP Code destination.

Note: All packages of residual pieces must be placed in 3-digit Carrier Routes sacks labeled to the 3-digit ZIP Code destination. Each 3-digit Carrier Routes sack must be labeled in the following manner:

Line 1:	City, State and 3-digit ZIP Code Prefix.
Line 2:	Contents followed by the words MIXED CARRIER ROUTES.
Line 3:	Office of Mailing.
Sample:	BINGHAMTON NY 137 3C FLATS MXD CR RTS WASHINGTON DC

Note: The following abbreviations may be used on the contents line of sack and pallet labels for carrier route presort rate level mailings:

LETTERS	LTRS
FLATS	FLTS
MIXED	MXD
DIGIT	DG
CARRIER ROUTE	CR
CARRIER ROUTES	CR RTS
RURAL ROUTE	RR
POST OFFICE BOX SECTION	PO BOX SECT
HIGHWAY CONTRACT ROUTE	HC
GENERAL DELIVERY UNIT	GD

* * * * *

667.4 Preparation Requirements for 5-Digit Presort Level Rate.

* * * * *

.42 General.

a. Sack Preparation. All packages of 10 or more pieces to the same 5-digit ZIP Code destination must be placed in sacks containing a minimum of 125 pieces or 15 pounds of mail and must be prepared in accordance with 667.421 through 667.423. Mailers must note on the mailing statement submitted with the mailing whether the 125 piece or 15 pounds minimum, or both, were used as the basis for preparing the entire mailing in sacks.

Exceptions:

(1) If authorized to bundle or palletize, mailers must prepare packages and bundles in accordance with 667.5 or 667.6.

(2) Mailers who Express Mail drop ship bulk third-class mailings in accordance with 136.7 may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail. However, all other preparation requirements must be met to qualify for the 5-digit presort rate level.

b. Sack Label Color. Sack labels must be white or manila (other colors will not be accepted).

c. Sack Weight. No more than 70 pounds of mail may be placed in any sack.

.421 5-Digit Sacks. When there are 125 pieces or 15 pounds of qualifying 5-digit mail for the same 5-digit destination, it MUST be placed in a 5-digit sack. Five-digit sacks containing fewer than 125 pieces or less than 15 pounds of qualifying mail will NOT be accepted. Each sack must be labeled in the following manner:

Line 1:	City, State and 5-digit ZIP Code destination.
Line 2:	Contents.
Line 3:	Office of Mailing.
Sample:	ARLINGTON VA 22202 3C LTRS BOSTON MA

.422 Unique 3-Digit City Sacks. Mailers may commingle different 5-digit packages of 10 or more pieces for unique 3-digit cities listed in Exhibit 122.63b into unique 3-digit city sacks providing:

(a) Each sack contains at least 125 pieces or 15 pounds of mail, and

(b) Three-digit city packages are NOT included in the sack, and

(c) 125 pieces or 15 pounds of mail for a single 5-digit ZIP Code (within the unique 3-digit city) must be sacked separately.

Each unique 3-digit city sack must be labeled in the following manner:

Line 1:	City, State and unique 3-digit ZIP Code Prefix.
Line 2:	Contents followed by the words "MIXED 5-DIGIT PKGS".
Line 3:	Office of Mailing.
Sample:	BINGHAMTON NY 139 3C LTRS MXD 5-DG PKGS PHILADELPHIA PA

.423 3-Digit Sacks. When, after preparing all required 5-digit and unique 3-digit city sacks, there are 125 pieces or 15 pounds of qualifying 5-digit mail to different 5-digit ZIP Code destinations within a 3-digit ZIP Code area, it MUST be placed in 3-digit sacks. To qualify for the 5-digit presort level rate there must be a minimum of 50 pieces or 10 pounds of 5-digit mail for any 5-digit ZIP Code separation within the 3-digit sack. ONLY qualifying 5-digit packages may be placed in these 3-digit sacks. Each 3-digit sack must be labeled in the following manner:

Line 1: City, State and 3-digit ZIP Code Prefix.
Line 2: Contents followed by the words "MIXED 5-DIGIT PKGS".
Line 3: Office of Mailing.
Sample: BINGHAMTOM NY 137
3C LTRS MXD 5-DG PKGS
PHILADELPHIA PA

Note: The following abbreviations may be used on the contents line of sack and pallet labels for 5-digit presort rate level mailings:

LETTERS	LTRS
FLATS	FLTS
MIXED	MXD
DIGIT	DG

These changes will be incorporated into a future revision of the DMM.

—Rates & Classification Dept., 4–17–86.

DMM Revision

POSTAGE RATE CHANGES FOR SUBSIDIZED CATEGORIES OF MAIL

On April 7, 1986, the President signed the Consolidated Omnibus Budget Reconciliation Act of 1985 which included certain revisions to the laws concerning eligibility for preferred rates of postage. On April 8, 1986, the Governors of the Postal Service announced that new preferred rates in accordance with the statutory changes will become effective at **12:01 a.m., April 20, 1986.**

The new rates take into account the original reductions in revenue-forgone appropriations which have already been enacted, plus the elimination of the limited-circulation rates for regular-rate and science of agriculture second-class publications. Effective April 20, 1986, all copies of regular-rate and science of agriculture second-class publications qualifying for second-class mailing privileges and mailed to destinations outside the county of publication will be subject to the applicable level A, level B, or level C per-piece rate, and the level D, level E and level F rates will be eliminated.

Summary of Changes

DOMESTIC MAIL MANUAL (DMM) 411.211 through 411.214 are renumbered as 411.22 through 411.25.

DMM 411.321b is revised to read: The number of copies of such issue distributed within the county of publication is at least one more than one-half of the total paid circulation of such issue.

DMM 411.322 is revised by replacing weight with number.

DMM 468.1 is revised to specify that the applicable rates in 411.2 and 411.33 through 411.35 apply when copies which are delivered at destinations within the county of publication do not qualify for in-county rates.

All copies of regular-rate and science of agriculture publications may qualify for the nonadvertising adjustment provided for in DMM 411.25.

DMM 411.36 and 411.37 will be deleted and DMM 411.38 and 411.39 will be renumbered as 411.36 and 411.37, respectively.

Mailing Statements

A revised edition of Form 3541, *Statement of Mailing—2nd Class Pubs Except Requester Publications,* is to be mailed as soon as possible to all post offices which are authorized to accept mailings of copies of second-class publications. The correct applicable postage rates must be written on the April 1985 edition of that form until the revised Form 3541 is distributed.

Acceptance of Meter Stamps

Postage meter users may have on hand pieces for mailing which bear the old postal rates. Pieces presented for mailing which bear metered postage at the old rates may be accepted for mailing until June 22, 1986, providing the additional postage is paid as described below:

a. The difference in postage between the meter stamps affixed and the new rates must be paid before the mailing is accepted. This difference in postage may be paid by affixing a postage meter stamp or tape to the individual pieces of mail, or by affixing regular postage stamps of a meter tape, for the total postage difference, rounded to the next higher full cent, to Form 3602-PC, *Statement of Mailing, Bulk Rates.* Weigh Room personnel will verify the computations on Form 3602-PC, assure that the proper additional postage is affixed, and cancel the postage stamps (if used).

b. Postmasters at offices other than the office of origin finding these meter stamps in the mail stream are to assume that the difference in postage was paid at the time of mailing.

Acceptance of 3.4-, 4.9-, and 6.0-Cent Stamps for Special Bulk Third-Class Mailings

Precanceled permit holders may have a supply of 3.4-, 4.9-, and 6.0-cent precanceled stamps on hand when the new special bulk third-class rates are implemented. These stamps will be accepted until Oct. 19, 1986, providing the additional postage is paid as described below.

The 3.4-cent stamp may be used for carrier route mailings which qualify for the 5.5-cent rate; the 4.9-cent stamp may be used for 5-digit mailings which qualify for the 7.1-cent rate; and the 6.0-cent stamp may be used for basic rate mailings which qualify for the 8.5-cent rate.

The difference in postage between these stamps and the new rates must be paid before the mailing is accepted. This difference in postage may be paid by affixing a postage meter stamp or tape to the individual pieces of mail, or by affixing regular postage stamps or a meter tape, for the total postage difference, rounded to the next higher full cent, to Form 3602-PC, *Statement of Mailing, Bulk Rates.* Weigh Room personnel will verify the computations on Form 3602-PC, assure that the proper additional postage is affixed, and cancel the postage stamps (if used).

Refund of Excess Postage

Some mailers may have already prepared matter which bears meter stamps or precancelled stamps based on the old higher rate for mailing after April 19, 1986. If the postage affixed is in excess of the reduced rates of postage that are to be collected after April 19, 1986:

a. The mailer is entitled to a postage refund when the mailings are verified, accepted, and released for processing.

b. Those mailers are to be given a full postage refund for the difference between the postage affixed and the applicable rate.

c. The applications for refund are to be processed in accordance with the provisions of DMM 147.26.

Effective 12:01 a.m., April 20, 1986, the DMM is revised as follows:

Chapter 4—Second-Class Mail

410 Rates and Fees

411 Rates

* * * * *

411.2 Regular Rates

.21 General

The rates in 411.2 apply to all commingled copies of publications which do not qualify for one of the preferred rates contained in 411.3. (See 411.4 for rates for copies which are not commingled and presorted as subscriber or requester copies.)

.22 Per-Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	11.8
Advertising portion:	
Zones 1 and 2	15.8
Zone 3	16.6
Zone 4	18.2
Zone 5	20.7
Zone 6	23.3
Zone 7	26.0
Zone 8	28.9

.23 Per-Piece Rates. The three per-piece rates reflect the level of presort. The sortations which must be accomplished to qualify for these rates are prescribed in 467.

	Cents
Level A—Basic. Pieces not qualifying for Level B—5 digit or Level C—Carrier (3-digits which are not unique 3-digit cities, SCF, states, mixed states)	12.3
Level B—5-digit. Packages of six or more addressed pieces for a 5-digit, a unique 3-digit city, or a multi-ZIP Coded city destination listed in Exhibit 122.63	9.6
Level C—Carrier. Packages of six or more addressed pieces for carrier route or finer sort destinations	7.8

.24 Intra-SCF Rate. Pieces in properly prepared carrier route, five-digit, optional city, three-digit, or sectional center facility (SCF) packages of six or more addressed pieces for delivery within the SCF of mailing may qualify for the intra-SCF rate. This rate equals the applicable per-piece rate, minus 1 cent per addressed piece. SCFs and the areas served by each are in Exhibits 122.63c and 122.63d.

Note: Copies of second-class publications which do not qualify for Level B—5-digit or Level C—Carrier must meet second-class Presort requirements to be eligible for second-class rates. (See 460.)

.25 Nonadvertising Adjustment. The nonadvertising adjustment applies to regular-rate and science-of-agriculture publications. It is determined by dividing the nonadvertising percent by 100. The decimal is multiplied by .03, and the result (nonadvertising factor) is rounded up to four decimal places. The rounded nonadvertising factor is multiplied by the number of addressed pieces mailed at the outside-county per-piece rates in 411.23. The nonadvertising adjustment amount is subtracted before the total postage charge is determined.

411.3 Preferred Rates

.31 General. There are four preferred rates. They are:

a. In-County.
b. Special Nonprofit.
c. Classroom.
d. Science-of-Agriculture.

.32 In-County Rates

.321 Subscriber Copies. In-county rates apply to subscribers' copies of any issue of a second-class publication (except a requester publication) when they are entered within the county of publication for delivery to addresses within that county if either of the following conditions is met:

a. The total paid circulation of such issue is less than 10,000 copies.

b. The number of copies of such issue distributed within the county of publication is at least one more than one-half of the total paid circulation of such issue.

Note: Publications authorized second-class mailing privileges under the provisions of 422.3 and 422.4 must comply with the circulation requirements of this section. See 422.32c, 422.33 and 422.4c.

.322 Nonsubscriber Copies. During a calendar year, the total number of nonsubscriber copies mailed at the in-county rates may not exceed 10 percent of the number of subscribers' copies of the publication mailed at the in-county rates.

* * * * *

.325 Rates. In-County rates are:

	Cents
Per Pound	9.1
Per Piece:	
Level J—Not Presorted to Carrier Route	4.9
Level K—Presorted to Carrier Route. Packages of six or more addressed pieces for carrier route or finer sort destinations	3.1

* * * * *

.33 Special Nonprofit Rate

.331 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	8.5
Advertising portion:	
Zones 1 and 2	11.3
Zone 3	12.6
Zone 4	14.7
Zone 5	17.8
Zone 6	21.1
Zone 7	25.0
Zone 8	28.3

Note: The advertising zone rates are applicable to issues in which the advertising portion exceeds 10 percent. Issues containing 10 percent or less advertising will be computed at the nonadvertising rate.

.332 Per Piece Rates. The three per piece rates reflect the level of presort. The sortations that must be accomplished to qualify for these rates are prescribed in 468.

	Cents
Level G—Basic—Pieces not qualifying for Level H—5-Digit or Level I—Carrier (3-Digits which are not unique 3-digit cities, SCF, states, mixed states)	8.7
Level H—5-Digit—Packages of six or more addressed pieces for 5-digit, a unique 3-digit city, or multi-ZIP Coded city destinations listed in Exhibit 122.63	6.1
Level I—Carrier—Package of six or more addressed pieces for carrier route or finer sort destinations	4.2

* * * * *

.34 Classroom

.341 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion	7.4
Advertising portion:	
Zones 1 and 2	9.8
Zone 3	10.9
Zone 4	12.9
Zone 5	16.0
Zone 6	19.3
Zone 7	23.1
Zone 8	26.6

.342 Per Piece Rate. The per piece rate is 6.6 cents.

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.352 Per Pound. Rates per pound or fraction of a pound.

	Cents
Nonadvertising portion	11.8
Advertising portion:	
Zones 1 and 2	11.3
Zone 3	16.6
Zone 4	18.2
Zone 5	20.7
Zone 6	23.3
Zone 7	26.0
Zone 8	28.9

.353 Per Piece Rates. The three per piece rates reflect the level of presort. The sortations that must be accomplished to qualify for these rates are prescribed in 460.

	Cents
Level A—Basic. Pieces not qualifying for Level B—5-Digit or Level C—Carrier (3-Digits which are not unique 3-Digit cities, SCF, states, mixed states)	12.3
Level B—5-Digit. Packages of six or more addressed for 5-Digit, a unique 3-Digit city, or multi-ZIP Coded city destinations listed in Exhibit 122.63	9.6
Level C—Carrier. Packages of six or more addressed pieces for carrier route or finest sort destinations	7.8

* * * * *

Delete 411.36 (411.361, 411.362, 411.363, 411.364) and 411.37 (411.371, 411.372, 411.373, 411.374).

Renumber 411.38 as 411.36 and 411.39 as 411.37.

.36 Nonsubscriber Copies Sent at a Preferred Rate. Except as provided in 411.322, nonsubscriber copies mailed at any time during the calendar year up to 10 percent of the total weight of copies mailed to subscribers during the calendar year are preferred mail and subject to the preferred mail rates, provided the nonsubscriber copies would have been preferred mail if mailed to subscribers.

.37 Commingled Nonsubscriber Copies. Except as provided in 411.322, commingled nonsubscriber copies in excess of 10 percent of the total weight of copies mailed to subscribers are subject to the regular rates in 411.2.

* * * * *

426 Copies Not Paid for by the Addressee

426.1 Sample Copies

.11 Mailing Conditions. Complete copies of regular issues or editions may be mailed as samples at second-class rates under the following conditions:

a. Sample copies of a publication may be mailed at any time during a calendar year at the same rates as subscriber copies (see 410) up to a limit of 10 percent of the total weight of the copies mailed to subscribers during the calendar year. Copies mailed at all offices of entry are included in this determination.

b. Except as provided in 411.322, sample copies mailed in excess of the 10 percent limit must be mailed at regular rates (see 411.36 and 411.37).

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426.2 Copies Paid for By Advertisers

(*Change* the reference in the last line 411.21 to 411.2).

426.3 Copies Paid for As Gifts

(*Change* the reference in the last line 411.21 to 411.2).

* * * * *

426.5 Expired Subscriptions

(*Change* the reference in the second to last line 411.21 to 411.2).

426.6 Complimentary Copies

(*Change* the reference in the last line 411.21 to 411.2).

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447.6 Distribution Records for Presort Level B, C, H, I, and K (See 468)

(*Delete* levels E and F).

* * * * *

462 Preparation Requirements for the Carrier Route Level Rates (Levels C, I, and K)

(*Delete* level F).

* * * * *

462.4 Preparation of Nonqualifying Portion

(In the third line *delete* level F).

* * * * *

463 Preparation Requirements for the Five-Digit Level Rates (Levels B and H)

(*Delete* level E).

* * * * *

463.4 Preparation of Nonqualifying Portion

(In the third line *delete* level E).

468 Special Preparation Requirements or Options for Presort-Level Discount-Rated Pieces (Levels B, C, H, I, and K)

468.1 General. There are several different piece rates provides for pieces mailed outside the county of publication (except pieces mailed at the classroom rate) and for pieces mailed within the county of publication, which reflect the level of Presort. Presort levels A (basic), B (five-digit), and C (carrier) are provided for pieces mailed at the regular, commingled nonsubscriber, and science-of-agriculture rates mailed to destinations outside the county of publication. Presort levels G (basic), H (five-digit), and I (carrier) are provided for pieces mailed at the special nonprofit rates mailed to destinations outside the county of publication. Presort levels J (basic) and K (carrier) are provided for pieces eligible for within-county rates.

Exception: All mailed copies of second-class publications which are entered within the county of publication for delivery to addresses within that county are subject to the applicable rates in 411.2 and 411.33 through 411.35 when those copies do not qualify for in-county rates in 411.32.

468.2 Qualification Requirements

a. Five-Digit Rates. (*Delete* Level E in the first line).

* * * * *

b. Carrier Rates. (*Delete* Level F in the first line).

(1) Proper Makeup. (*Delete* level D in the second to last line).

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468.3 Documentation Requirements

(*Delete* levels E and F in the third line)

a. (*Delete* level D in the fourth line, level E in the fifth line, and level F in the sixth line).

b. (*Delete* levels E and F in the fifth line).

* * * * *

468.4 Combining More Than One Second-Class Publication

.41 More than one second-class publication may be combined to meet the volume per sack or bundle requirement for the Presort-level discount piece rates. To qualify for levels B and C piece rates, copies of each issue in the combined mailing must be mailed to destinations outside the county of publication or be a requester publication. To qualify for levels H (five-digit) and I (carrier) rates, each publication must be authorized the special nonprofit rate. To qualify for the level K (carrier) rate, the copies of each publication in the mailing must be eligible for the in-county rates at the post office of mailing.

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Chapter 6.—Third-Class Mail

610 Rates and Fees

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611 Rates

611.2 Bulk Rates (See Exhibit 611.2 a and b)

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SPECIAL RATES FOR AUTHORIZED NONPROFIT ORGANIZATIONS ONLY—See 623.

Pieces which weigh *more* than 3.4783 ounces and are mailed at the 5-digit or basic rate are subject to the per pound rate and the applicable per piece rate.

Presort Level	Rate Per Pound or Fraction (cents)	Minimum Rate Per Piece (cents)
Basic	25.3 plus 3.0 per piece	8.5
5-digit	25.3 plus 1.6 per piece	7.1
Carrier Route	25.3	5.5

Pieces which are *equal to or weigh less* than 3.4783 ounces, or 0.21740 pound, or 98.610 grams must be paid at the prescribed minimum per piece rate for each presort level.

Exception: When the postage computed at the bulk third-class rate is higher than a fourth-class rate for which the matter and the mailing could qualify except for weight, the fourth-class rate may be paid without the necessity of adding needless additional weight. *Example:* A piece which weighs less than 1 pound and which meets all prescribed requirements, other than weight, for fourth-class bound printed matter may be mailed at the fourth-class bound printed matter rate. All other requirements of bulk third-class remain applicable.

Exhibit 611.2b—Third-Class (Special Rates)

Get into the Swing of Things—Slowly!

Spring training isn't just for professional athletes. Warm up. Stretch out. Exercise muscles that you haven't used all winter.

Don't try to belt one out of the park the first time at bat. Save overhand smashes for later in the tennis match. Don't try to drive the ball 275 yards off the first tee.

Get into the swing of things slowly. It's better for your game and your well-being.

Up to oz.	CAR-RT rate (cents)	5-digit rate (cents)	Basic rate (cents)	Up to oz.	CAR-RT rate (cents)	5-digit rate (cents)	Basic rate (cents)
1.0	5.5	7.1	8.5	9.6	15.2	16.8	18.2
2.0	5.5	7.1	8.5	9.7	15.4	17.0	18.4
3.0	5.5	7.1	8.5	9.8	15.5	17.1	18.5
3.4	5.5	7.1	8.5	9.9	15.7	17.3	18.7
3.5	5.6	7.2	8.6	10.0	15.9	17.5	18.9
3.6	5.7	7.3	8.7	10.1	16.0	17.6	19.0
3.7	5.9	7.5	8.9	10.2	16.2	17.8	19.2
3.8	6.1	7.7	9.1	10.3	16.3	17.9	19.3
3.9	6.2	7.8	9.2	10.4	16.5	18.1	19.5
4.0	6.4	8.0	9.4	10.5	16.7	18.3	19.7
4.1	6.5	8.1	9.5	10.6	16.8	18.4	19.8
4.2	6.7	8.3	9.7	10.7	17.0	18.6	20.0
4.3	6.8	8.4	9.8	10.8	17.1	18.7	20.1
4.4	7.0	8.6	10.0	10.9	17.3	18.9	20.3
4.5	7.2	8.8	10.2	11.0	17.4	19.0	20.4
4.6	7.3	8.9	10.3	11.1	17.6	19.2	20.6
4.7	7.5	9.1	10.5	11.2	17.8	19.4	20.8
4.8	7.6	9.2	10.6	11.3	17.9	19.5	20.9
4.9	7.8	9.4	10.8	11.4	18.1	19.7	21.1
5.0	8.0	9.6	11.0	11.5	18.2	19.8	21.2
5.1	8.1	9.7	11.1	11.6	18.4	20.0	21.4
5.2	8.3	9.9	11.3	11.7	18.5	20.1	21.5
5.3	8.4	10.0	11.4	11.8	18.7	20.3	21.7
5.4	8.6	10.2	11.6	11.9	18.9	20.5	21.9
5.5	8.7	10.3	11.7	12.0	19.0	20.6	22.0
5.6	8.9	10.5	11.9	12.1	19.2	20.8	22.2
5.7	9.1	10.7	12.1	12.2	19.3	20.9	22.3
5.8	9.2	10.8	12.2	12.3	19.5	21.1	22.5
5.9	9.4	11.0	12.4	12.4	19.7	21.3	22.7
6.0	9.5	11.1	12.5	12.5	19.8	21.4	22.8
6.1	9.7	11.3	12.7	12.6	20.0	21.6	23.0
6.2	9.9	11.5	12.9	12.7	20.1	21.7	23.1
6.3	10.0	11.6	13.0	12.8	20.3	21.9	23.3
6.4	10.2	11.8	13.2	12.9	20.4	22.0	23.4
6.5	10.3	11.9	13.3	13.0	20.6	22.2	23.6
6.6	10.5	12.1	13.5	13.1	20.8	22.4	23.8
6.7	10.6	12.2	13.6	13.2	20.9	22.5	23.9
6.8	10.8	12.4	13.8	13.3	21.1	22.7	24.1
6.9	11.0	12.6	14.0	13.4	21.2	22.8	24.2
7.0	11.1	12.7	14.1	13.5	21.4	23.0	24.4
7.1	11.3	12.9	14.3	13.6	21.6	23.2	24.6
7.2	11.4	13.0	14.4	13.7	21.7	23.3	24.7
7.3	11.6	13.2	14.6	13.8	21.9	23.5	24.9
7.4	11.8	13.4	14.8	13.9	22.0	23.6	25.0
7.5	11.9	13.5	14.9	14.0	22.2	23.8	25.2
7.6	12.1	13.7	15.1	14.1	22.3	23.9	25.3
7.7	12.2	13.8	15.2	14.2	22.5	24.1	25.5
7.8	12.4	14.0	15.4	14.3	22.7	24.3	25.7
7.9	12.5	14.1	15.5	14.4	22.8	24.4	25.8
8.0	12.7	14.3	15.7	14.5	23.0	24.6	26.0
8.1	12.9	14.5	15.9	14.6	23.1	24.7	26.1
8.2	13.0	14.6	16.0	14.7	23.3	24.9	26.3
8.3	13.2	14.8	16.2	14.8	23.5	25.1	26.5
8.4	13.3	14.9	16.3	14.9	23.6	25.2	26.6
8.5	13.5	15.1	16.5	15.0	23.8	25.4	26.8
8.6	13.6	15.2	16.6	15.1	23.9	25.5	26.9
8.7	13.8	15.4	16.8	15.2	24.1	25.7	27.1
8.8	14.0	15.6	17.0	15.3	24.2	25.8	27.2
8.9	14.1	15.7	17.1	15.4	24.4	26.0	27.4
9.0	14.3	15.9	17.3	15.5	24.6	26.2	27.6
9.1	14.4	16.0	17.4	15.6	24.7	26.3	27.7
9.2	14.6	16.2	17.6	15.7	24.9	26.5	27.9
9.3	14.8	16.4	17.8	15.8	25.0	26.6	28.0
9.4	14.9	16.5	17.9	15.9	25.2	26.8	28.2
9.5	15.1	16.7	18.1	16.0	25.3	26.9	28.3

Exhibit 611.2d—Individually Metered Mail—Special Rates

Chapter 7.—Fourth-Class Mail

710 Rates and Fees

711 Rates

Kind of mail	Rate (without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; printed music; bound volumes of academic theses; sound recordings; periodicals; other library materials; museum and herbarium materials; 16-millimeter or narrower width films, filmstrips, transparencies, slides, microfilms, scientific or mathematical kits, instruments, or other devices; also, catalogs, guides or scripts for some of these materials. See 725.....	54¢	19¢	10¢

Exhibit 711.4.—Library Rates

These changes will be incorporated in a future revision to the DMM.

—Rates & Classification Dept., 4–17–86.

IS IT LOCKED?

It only takes a second for both of you

Don't take the chance

LOCK YOUR VEHICLE!

Presidents Souvenir Sheet Stamps

Stamp Poster 86–11

Copyright material has been deleted, not available for Microfiche Edition.

Copyright material has been deleted; not available for Microfiche Edition.

Presidents Souvenir Sheet Stamps

Four souvenir miniature stamp sheets honoring deceased U.S. Presidents will be issued on May 22 during AMERIPEX '86, the international philatelic show to be held in Rosemont, Illinois, a suburb of Chicago. The 22-cent commemorative stamps will go on sale in post offices nationwide the following day, May 23.

Deputy Postmaster General Jackie A. Strange will be the principal speaker for the 11:00 a.m. first day of issue ceremony at the Rosemont/O'Hare Conference Center.

First-time stamp artist Jerry Dadds of Baltimore, Maryland, designed the four sheets containing 36 stamps under the direction of Howard Paine, a design coordinator for the Citizens' Stamp Advisory Committee. After hours of carefully researching hundreds of old paintings, etchings and photographs, Dadds executed the designs in the woodcut style that has become his artistic trademark.

Thirty-five of the stamps feature portraits of the deceased Presidents and a 36th stamp depicts the Presidential residence, the White House. Above each President's portrait is a facsimile of his signature and listed below are the years of his administration.

A copyright inscription will appear in the lower right corner of each sheet, but there will be no plate numbers. The stamps will be sold *only in complete sets* containing all four miniature sheets at a cost of $7.92.

America's postage stamps have featured U.S. Presidents since 1847 when the first adhesive stamp featuring the familiar Gilbert Stuart portrait of George Washington was issued. In fact, prior to 1900, much of the Post Office Department's stamp inventory consisted of issues depicting Presidents, with Washington, Thomas Jefferson, Andrew Jackson and Abraham Lincoln being the most popular subjects.

The philatelic tradition of honoring Presidents on postage is a reflection of Americans' deep respect for the prestigious office and the distinguished individuals who have occupied it.

Procedures for ordering first day cancellations are as follows:

Customers affixing stamps: Customers are asked to purchase the Presidents stamps at their local post offices and affix them to their envelopes. Customers can affix single stamps or full sheets to envelopes for canceling purposes. All envelopes must be addressed on the right side at least ⅝ of an inch up from the bottom, and peelable return address labels are recommended. However, as an exception to standard Postal Service policy for this issue only, customers may enclose a stamped self-addressed envelope for the return of items under cover. The deadline for ordering first day of issue cancellations will be extended to 60 days from the date of issuance, instead of the usual 30 days. Requests for cancellations of full sheets should be postmarked no later than JULY 21 and addressed to PRESIDENTS STAMPS, FULL SHEET CANCELLATIONS, POSTMASTER, CHICAGO, IL 60607-9900. Requests for cancellations of less than full sheets (single stamps, blocks of four, etc.) should be postmarked no later than JULY 21 and addressed to PRESIDENTS STAMPS, SINGLE STAMP CANCELLATIONS, POSTMASTER, CHICAGO, IL 60607-9901. No remittance is required. (CUSTOMERS PLEASE NOTE: Although the actual site of AMERIPEX '86 is Rosemont, Illinois, general recognition for the exhibition site is Chicago. For that reason, the first day of issue cancellation will read "CHICAGO, IL," and not "ROSEMONT, IL.")

Postal Service affixing stamps: The Postal Service will *not* affix stamps for this issue. All envelopes which are sent to the Postal Service without stamps affixed will be returned unserviced.

A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 86–11
Remove after July 21

PLEASE POST ON BULLETIN BOARD

AIDS GUIDELINES

The Postal Service guidelines on Acquired Immune Deficiency Syndrome (AIDS) follows the recommendations of the Center for Disease Control (CDC). This article provides guidance to postal managers and employees on AIDS as it affects the workplace, and is effective upon issuance.

I. GUIDELINES

A. Transmission of AIDS

1. *Transmissable Modes.* The CDC indicates that transmission of AIDS does not result from casual contact between people. The chief modes of transmission are through sexual contact with an infected person, the use of contaminated needles by chronic drug abusers, injection of contaminated blood or blood products, and by transmission of the infection to a baby through the mother's milk, or placental blood.

2. *Identified Non-Transmissable Modes.* The non-sexual person-to-person contact that occurs in the workplace does not pose a risk of transmission. Shaking hands, hugging, coughing, sneezing, sharing toilet facilities, or being in the same room has not been identified as a means of transmitting this disease.

B. CPR Precaution

No known cases of AIDS have been reported as transmitted through Cardiopulmonary Resuscitation (CPR). As a recommended precaution, postal employees who are certified in CPR, and who may be required to perform mouth-to-mouth resuscitation, will use mouth pieces or gauze screening.

C. Treatment of Affected Employees

Employees with AIDS are to be treated in the same manner as employees with other serious illnesses. Determinations regarding an individual employee's ability to work will be handled consistent with the provisions of Section 340 of Handbook P-11, *Personnel Operations.* All postal personnel are reminded that information about an employee's medical condition is personal and confidential and that unauthorized disclosure of such information is prohibited.

II. EDUCATION

A. Outside Resources

All postal employees should be aware of the known facts about AIDS. The following resources are available and follow the guidelines of CDC.

—AIDS Hot Line, Center for Disease Control, 1–800–447–AIDS.
—State Department of Health, Office of Public Information or regional business groups on health, i.e., New York Business Group on Health (212) 808–0550.
—Shanti Project, (415) 559–9644.

B. Postal Assistance

Other materials may be used as long as the information is consistent with CDC guidelines. Professional postal medical staff are also available to managers and employees for consultation and assistance.

III. IMPLEMENTATION

Providing information and guidance to employees about AIDS will be at the discretion of the Division Manager. There is a great deal yet to be learned about AIDS. There is no known cure or specific treatment at this time. The CDC recommendations represent current knowledge on AIDS. As this knowledge changes, CDC will update its recommendations and these guidelines will be revised accordingly.

—Employee Relations Dept., 4–17–86.

INTELPOST® SERVICE...
THE FASTEST MAIL ON EARTH.

INTELPOST®

THEY DON'T CALL IT "DOPE" FOR NOTHING

IF YOU HAVE A DRUG PROBLEM, DON'T BE A DOPE

GET HELP

SELF-DEVELOPMENT TRAINING OPPORTUNITIES

Background

In June 1980, self-developmental training opportunities which were offered on a noncompensable basis, were suspended for all employees. Effective immediately, self-developmental training will again be made available on a phased basis. This will enable the training and development system to absorb the increased workload resulting from this training in a reasonable manner.

FLSA Requirements

Generally, time spent by employees in training programs need not be counted as compensable hours of work under FLSA if *all* of the following criteria are met:

1. Participation in the training is outside the employee's regular working hours;
2. Participation is voluntary;
3. The training is not directly related to the employee's job; and
4. The employee does not perform any productive work during such participation.

Determining Job Relation

Relatedness to a specific job must be determined on a case-by-case basis. If the course is directly related to the employee's current job to the extent that it is designed to improve performance, rather than preparing for another job, the time spent by the employee in completing such a course is considered to be hours of work under FLSA. Therefore, the employee would be ineligible to take the course on a noncompensable basis.

Exception

The third requirement does not apply in the following situations:

> Even if training is clearly related to an employee's job or paid for by the employer, *voluntary* participation *outside* of working hours need not be compensated if the course corresponds to courses offered in a college or vocational school. However, the course content, like that of other instruction in bona fide institutions of learning, must not be tailored to any peculiar requirements of a particular employer or of the particular job held by the individual employee.

Employees qualify for this exception if the knowledge or skill(s) they obtain from the training will enable them to gain or continue employment with any employer. If the course is, in fact, established on this basis, time spent in taking it would not be considered compensable regardless of the fact that the training might be directly related to an employee's job.

Training Availability

Specific training programs will be made available nationally on a noncompensable basis to all eligible employees. Employee enrollments in this training must be authorized by management in compliance with current procedures.

A correspondence course entitled AM–PM, *Administrative Management for Postmasters,* is the first such course available under this program. Additional training programs will be made available based on the capacity of the national training system to absorb the demand. Course availability will be announced in future POSTAL BULLETINS when the system can accommodate more enrollments.—*Employee Relations Dept., 4–17–86.*

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21561** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010004	109017	294131	336037	489200	705166	770621	856016	926638
010012	110049	294143	336042	490041	711218	770636	882071	926731
010300	112091	303161	336043	490045	713036	770640	891104	926752
011010	112129	303278	336049	498011	722053	770641	891223	926775
014310	113084	303374	336077	500010	723003	770644	901037	926777
016230	114071	303408	336225	503160	731241	770658	901080	926800
016260	115831	303483	336323	505100	741273	770717	901118	926801
018129	115847	303508	336628	511625	741412	770718	901161	926812
019037	115851	303511	337037	520025	741421	770783	901173	926845
019044	117134	303531	337038	522008	750090	770799	901187	927022
021360	117138	303537	337080	532223	750102	770831	901201	927311
021401	117163	303539	381008	537057	752194	770870	901226	931889
021449	117164	303565	381050	551123	752483	770882	901233	935020
021491	117225	303578	381147	551133	752496	770956	901266	937070
023016	117298	303624	381158	551186	752530	773050	901272	937104
023018	122046	303634	381244	554508	760259	782221	901297	941312
024014	122050	314118	381267	554513	760261	782240	901301	945237
025005	122104	314534	381306	554533	760269	782259	901322	950143
027033	122109	314542	381359	591900	760281	782272	901329	951143
033018	122111	319005	381361	600058	761286	784125	901391	951169
038080	122115	325106	382004	600608	762006	787301	901412	951187
054032	139010	327056	402003	600688	770037	791063	901455	951189
069220	142041	328104	402076	600689	770043	791064	902082	952040
069250	142145	331496	402143	601514	770072	791068	902436	958143
071463	146215	331508	420006	601558	770120	791072	902457	960016
075094	181020	331604	431004	602004	770146	791075	907238	968203
075097	185017	331618	432152	602006	770149	791079	907252	968224
079024	188001	331619	432155	605162	770163	794077	912036	981293
079070	191402	331623	432174	605164	770190	800053	912231	981511
079378	191413	331647	432186	607116	770191	800069	913299	981525
080115	191492	331700	439201	607263	770199	801009	913344	981535
080127	191506	331703	441159	607488	770219	801012	913374	981559
080137	193109	333716	441429	607627	770268	802275	913392	981573
085004	200163	333726	452038	620005	770270	802276	917236	984064
100561	200192	333730	462049	622068	770298	802436	917480	985020
101275	208065	333743	462195	624006	770351	802442	917502	992142
101378	209002	334049	462203	626029	770368	802450	917525	995194
101397	209006	334172	462207	631291	770400	802465	917551	995203
101485	220085	335022	462208	631300	770402	802468	917571	995230
101660	232015	335030	462209	641272	770407	802471	917599	997087
101727	253057	335037	468053	658101	770419	837053	921321	997088
101786	272014	335058	468063	672105	770429	837060	921347	997089
103009	274107	335166	477013	672143	770466	841221	921416	997090
104021	274111	335176	480094	678003	770535	850009	922027	997110
104034	275049	335208	480281	701041	770574	850095	922035	
108005	282193	335246	480307	701463	770589	850360	924107	
109002	294061	335566	480315	705116	770612	850405	926462	

—Customer Services Dept., 4–17–86.

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

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AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition*, to the Eastern Area Supply Center, Somerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

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21563

UNITED STATES POSTAL SERVICE

postal bulletin

Published Since March 4, 1880

PB21563—April 24, 1986—16 Pages

Health Benefit Refunds

A number of Federal Employees Health Benefits plans are now issuing refunds to their 1985 members. A bulletin on page 7, which lists the names of the plans involved and their telephone numbers, must be posted on all bulletin boards.

The plans issue refunds directly without involving the Postal Service. However, some subscribers may be initially denied a refund because the carrier cannot identify the individual from its membership file. Should this happen, the individual will be requested to furnish proof of enrollment. As quickly as possible, provide the employee a copy of his Form SF 2819, *Health Benefits Registration,* located in the employee's Official Personnel Folder. All paperwork supplied by the carrier must be completed by the individual.

Blue Cross and possibly another carrier will send refund applications prior to issuing checks. Since some individuals may not receive an application, the plans may send personnel offices a supply of blank forms. If blank forms are sent to your office, please make them readily available to employees.—*Employee Relations Dept., 4-24-86.*

NEWARK PUBLIC LIBRARY
MAY 5 1986
GOVT. DEPOSITORY

Correction

Express Mail International Service—Japan

Please refer to POSTAL BULLETIN 21561, 4-10-86, Page 3, article entitled "Express Mail International Service—Japan". In the listing of cities to which Express Mail International Service is available, the following corrections should be made:

City or delivery area	Applicable postal codes	
	Premises	P.O. boxes
Kushiro	085	08591
Okayama Central	700	70091
Kumamoto Central	860	86091
Kumamoto Higashi	862	862
The *incorrect* listings were printed as follows:		
Kushiro	0895	08591
Okayama	700	70091
Kumamota Central	860	86091
Kumamota Nigashi	862	862

A future revision to the INTERNATIONAL MAIL MANUAL will reflect this information.

—*Customer Services Dept., 4-24-86.*

14-Cent Stamp Collecting Postal Card

The 14-cent Stamp Collecting commemorative postal card will be placed on sale May 23, 1986, in Chicago, IL, in conjunction with AMERIPEX '86, the largest philatelic exhibition ever held in North America.

Do Not Sell Before May 24, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Collector information is on page 9.

Supply. An automatic distribution will be made to post offices with philatelic centers only. All other post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand. Post offices with 950 or more units requiring bulk quantities should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities,* to the Government Printing Office using ***Item No. 201.*** All other post offices should immediately order from their Stamp Distribution Offices using Form 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—*Marketing Dept., 4-24-86.*

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P1.3:

IMM Revision

Express Mail International Service—Qatar and Greece

Effective immediately, reciprocal Return Receipt service is available in the Express Mail International Service with Qatar and Greece. All other conditions of service remain the same. Specific information regarding Return Receipt service follows:

Form:	Form 2865, *International Return Receipt.*
Price:	No Additional Charge.
Availability:	Custom Designed/On Demand.
Procedures:	Customers must complete and affix a Form 2865 to each Custom Designed or On Demand Express Mail International Service item destined to Qatar and Greece. The number from the Express Mail label must be written in the space provided for the registered article number, the words "REGISTERED ARTICLE" crossed out and replaced by the initials "EMIS." The receipt is returned to the sender via airmail.

A future revision to the INTERNATIONAL MAIL MANUAL will reflect this information.

—Customer Services Dept., 4–24–86.

DMM Revision

APO/FPO Mailing Restrictions

Please make the following changes to DOMESTIC MAIL MANUAL (DMM) Exhibit 125.2, *Conditions Applied to Mail Addressed to Military Post Offices Overseas:*

APO/FPO **96468,** San Francisco, CA (MAO), AAFES Pacific Mail Order—Thailand (PMOT). Effective immediately, closed; forward all official and personal mail to APO San Francisco, CA 96346, Bangkok, Thailand.

APO/FPO **96222, 96333.** Effective April 1, 1985, closed; forward all personal, official and postal claims to APO San Francisco, CA 96570–5000.

APO/FPO **34023.** Active with mailing restrictions B–M–N.

APO/FPO **96679.** Active with no restrictions.

APO/FPO **96689.** Active with no restrictions.

All acceptance units must be notified of these changes which will be incorporated into a future revision to the DMM.

—Mail Processing Dept., 4–24–86.

F–1 Revision

Distribution of Paychecks

The Postal Service paycheck distribution policy remains unchanged. Employees are advised of their right to request that the full amount of their net pay be paid directly to the employee's bank to avoid any inconvenience caused by adherence to Postal Service policy.

The following editorial change is provided to clarify Handbook F–1, *Financial Handbook for Post Offices,* Section 445.21.

445.2 Distribution of Paychecks

.21 General

.211 A person's earnings are a private matter and must not be disclosed or discussed by personnel having access to such information except as necessary in carrying out official duties. Paychecks and earnings statements awaiting delivery must be kept in a secure place.

.212 Paychecks, earning statements, and the payroll register are mailed to reach the installation by Thursday immediately following the close of the pay period.

.213 Under the following conditions paychecks and earnings statements will be distributed on a date other than the paycheck date:

a. After local banks close on Thursday to employees whose regular tour of duty on Friday ends after local banks close.

b. The above distribution is predicated on the availability of the paychecks and earnings statements at the installation.

.214 No advance distribution of paychecks will be made when Friday is a national holiday and Thursday is payday.

.215 Employees taking leave on a Friday payday will not be given their paychecks on Thursday. They should arrange to have their paychecks mailed to a designated address.

.216 Paychecks and earnings statements held for later delivery must be kept in a safe place.

This revision will be included in a future update of Handbook F–1.

—Dept. of the Controller, 4–24–86.

If the Address On Your POSTAL BULLETIN Mailing Label Is Incorrect Or Your Facility Has Moved, Please Follow The Instructions and Complete The Form On The Back Page . . . Of This Bulletin.

DMM Revision

POSTAGE DUE PENALTY MAIL

Effective immediately, DOMESTIC MAIL MANUAL (DMM) is revised to add 137.5 which permits military units engaged in hostile operations to use a special postage due penalty mail format. DMM 137.265 is revised to incorporate the provisions of 137.5. When these provisions are activated, post offices will collect postage for mail bearing the special postage due indicia from addressees. The Manager, Official Mail Accounting Branch, will notify post offices when to activate these provisions, use of which will be limited to a period of 120 days from date of activation.

The DMM is changed as follows:

137 Official Mail

* * * * *

137.2 Penalty Mail—Executive and Judicial Officers

* * * * *

.26 Services, Classes, Rates and Preparation Requirements

* * * * *

.265 Shortpaid and Unpaid Mail. The procedures in 146 for handling shortpaid and unpaid mail apply to penalty mail with the following exceptions:

a. When 137.5 is activated, military units engaged in hostile operations may send mail postage due using a special postage due format. Postage will be collected from the addressee.

b. Agencies are authorized to use penalty meter strips and penalty mail stamps in addition to payment methods available to other mailers to pay for shortpaid mail and unpaid mail sent in accordance with 137.5. The penalty meter strip must be in the exact amount of the postage due and bear the current date. When penalty mail stamps are used for payment of shortpaid mail, sufficient stamps to cover the amount of postage due must be submitted. If stamps are submitted in excess of the amount due, credit will not be given.

* * * * *

137.5 Postage Due Mail for Military Units Engaged in Hostile Operations

.51 Definition. Military units engaged in hostile operations may be authorized to use a special form of postage due penalty mail. When used, such mail must be in the format illustrated in Exhibit 137.51. Print or hand stamp the special postage due endorsement above the delivery address in the area where postage normally would be affixed. Place endorsements for class and desired special services below the special postage due indicia. The return address must be a military post office (APO/FPO) address.

.52 Authorization. The Military Postal Service Agency will notify the Manager, Official Mail Accounting Branch, within three business days after placing the provisions of 137.5 in effect for eligible military units. The Manager immediately will notify post offices. Authorization to use the provisions of 137.5 will be limited to 120 days from date of authorization unless post offices are otherwise notified. Special tests of this procedure may be conducted during designated military training exercises upon prior agreement between the Military Postal Service Agency and the Postal Service.

.53 Collection of Postage. During periods authorized in accordance with 137.52, post offices will collect postage from the addressee for all mail bearing the special postage due endorsement in Exhibit 137.51 Compute postage due based on the class endorsement on each piece or, if no class endorsement is provided, use the guidelines in 137.272d. Government agencies may pay this postage due by penalty mail meter strip, penalty mail stamps, cash or postage due advance deposit accounts. Other addressees must pay in cash or postage due advance deposit accounts in accordance with 146.

These changes will be incorporated into a future revision to the DMM.

—Dept. of the Controller, 4–24–86.

Exhibit 137.51

WANTED CIRCULARS STILL IN EFFECT

Wanted circulars issued by Postal Inspectors in Charge should be checked and the obsolete circulars removed from public display. As of April 7, 1986, the following list of circulars is in effect:

Adjmi, Joseph
Adjmi, Leon
Antonoff, Jay I.
Atkinson, Frank B.
Banks, Charles E.
Banks, Lloyd
Barr, Chess W.
Bennett, Erica
Birdsong, Dwight O.
Blumberg, Leonard
Brown, Charles W.
Brown, Eugene M.
Clark, John A.
Cohen, Philip L.
Cook, Edward
Cornette, William K.
Cross, Alfred L.
Cunningham, Bobbie
Eisenstadt, Bernard
Entrekin, Jeffrey L.
Feucht, Manfred E.
Graham, John
Graziano, Joseph
Green, Frederick R.
Keenan, Claude L.
Kellermeyer, Edward C.
Kudla, Michael J.
Luna, Marcy R.
Majors, Kim W.
Neilland, James M.
Nunez, Guillermo L.
Oakes, Stuart
Richards, Frank J.
Singleton, David T.
Ventura, Peter
Wencke, Walter C.
Wilson, Wilbert A.
Wiser, John E.
Woodring, Jerome F.
Wyche, Robert E.

Note: Some installations will not have copies of each of these circulars because distribution was, in some cases, limited to specific areas.—*Inspection Service, 4-24-86.*

Customers' Requests for Account Information

The Postal Service periodically receives requests for records of transaction activities from customers who maintain various types of accounts with us. Effective immediately, postmasters will furnish to a customer, upon written request, account transaction information pertaining only to that customer for the following types of permits or accounts. Account transaction information pertaining to a customer should not be furnished to any other person.

1. Business Reply Account.
2. Advance Deposit Account for Permit Imprint Mailings.
3. Express Mail Postage Trust Account.
4. Postage Due Account.
5. Advance Deposit Account for Second-Class Mailings.

Postmasters will provide information such as opening and closing balances, deposits and withdrawals, including dates of transactions. The fees listed below must be paid by the requester before the record is made available. Upon demand, the fee may be deducted from the requester's account. Fees will be recorded in AIC 198 FOIA fees, FOIA Account 43389.

Period of activity	Fee for each account from which information is being sought
Current Postal Quarter	Free.
Previous Three (3) Quarters	$10.00 per quarter.
Prior to Previous Three (3) Quarters Automated Postal Bookkeeping.	$25.00 per quarter.
Nonautomated Postal Bookkeeping Labor and Copy Costs.	(Use FOIA Fees in ADMINISTRATIVE SUPPORT MANUAL).

—*Rates and Classification Dept., 4-24-86.*

DMM Revision

Business Reply Mail Format Requirements

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 917.51 is revised to remove the requirement that all Business Reply Mail (BRM) pieces have optical character readable address font styles. This change revokes a format requirement which appeared in POSTAL BULLETIN 21538 (10-31-85).

The DMM is revised as follows:

Chapter 9—Special Services

* * * * *

917 Business Reply Mail (BRM)

* * * * *

917.5 Format

.51 General. All forms of printing are permissible, provided they are legible to the satisfaction of the Postal Service. However, handwriting, typewriting, or handstamping cannot be used to prepare the address side of BRM. (See DMM 137 for exception on official mail.) Printed borders are not authorized on business reply letters and cards; however, they are allowed on business reply labels and cartons and envelopes larger than 6⅛" high or 11½" long or ¼" thick. All colors of ink are acceptable, provided there is at least a 30-percent reflectance difference throughout the red spectral range of 550 or 775 nanometers (nm) between the paper and ink.

This change will be incorporated into a future revision of the DMM.

A future change is under consideration. This change would require non-bar coded BRM, using Facing Identification Mark B, to be OCR-readable. Before proceeding with such a regulation change, however, the Postal Service will publish a proposed rule in the Federal Register for public comment.

—*Rates and Classification Dept., 4-24-86.*

SERIES EE SAVINGS BONDS

The Series EE savings bonds are available for purchasing through payroll withholdings in $50, $75, $100, $200, $500, and $1,000 denominations.

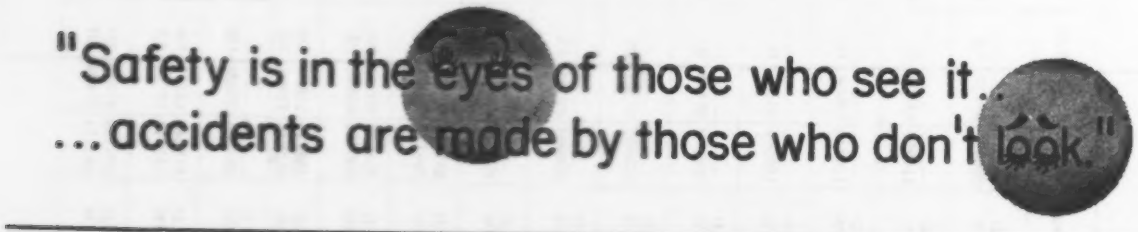
Purchase price is 50 percent of face value. Example: a $50 bond costs $25; a $75 bond is $37.50, etc. Minimum denomination is $50.

Minimum acceptable allotment for purchase of any bond is $2.50 a pay period. Higher amounts per pay period may be authorized, provided they are in multiples of $1.25.

The table below illustrates the various bond types available, as well as multiple allotment options and related periods required for completion of purchase price.

Purchase price of bond face value of bond	$25.00 ($50.00)	$37.50 $75.00)	$50.00 ($100.00)	$100.00 ($200.00)	$250.00 ($500.00)	$500.00 ($1000.00)
Allotment Each Pay Period	Number of Allotments Required to Purchase Bonds					
$2.50	10		20			
3.75		10				
5.00	5		10	20		
6.25	4	6	8	16		
7.50		5				
10.00			5	10		
12.50	2	3	4	8	20	
18.75		2				
20.00				5		
25.00	1		2	4	10	20
31.25					8	16
37.50		1				
50.00			1	2	5	10
62.50					4	8
100.00				1		5
125.00					2	4
250.00					1	2
500.00						1

—Employee Relations Dept., 4–24–86.



POST OFFICE CHANGES NUMBER 10

[Supplemental to 1986 National Five Digit Zip Code and Post Office Directory]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD									
NEW	056870	93412	CA	San Luis Obispo	San Luis Obispo	Los Osos Boxes (Post Office Boxes).	Classified Branch	1-01-85	New ZIP Code assigned to Post Office Boxes at Branch.
OLD									
NEW	114920	33809	FL	Lakeland	Polk	Main Office (New Delivery Area).	Post Office	7-01-86	New ZIP Code assigned to delivery area at Main Office. Split of ZIP Code 33805.
OLD									
NEW	115790	32908	FL	Melbourne	Brevard	Palm Bay (New Delivery Area.	Classified Branch	1-01-86	New ZIP Code assigned to delivery area at Branch Split of ZIP Code 32907.
OLD									
NEW	160504	60107	IL	Bartlett	Cook	Bartlett (New Delivery Area).	Post Office	7-01-86	New ZIP Code assigned to delivery area at Main Office. Bartlett, IL will become new multi-coded office.
OLD									
NEW	166852	60173	IL	Roselle	Cook	Schaumburg (New Delivery Area).	Classified Branch	7-01-86	New ZIP Code assigned to delivery area.
OLD									
NEW	175907	47307	IN	Muncie	Delaware	Muncie (Post Office Boxes).	Post Office	7-01-86	New ZIP Code assigned to Post Office Boxes.
OLD									
NEW	205904	42003	KY	Paducah	McCracken	Paducah (New Delivery Area).	Post Office	7-01-86	New ZIP Code assigned to delivery area at Paducah, KY will become new multi-coded office.
OLD									
NEW	254540	48844	MI	Howell		Howell (Post Office Boxes).	Post Office	4-10-86	New ZIP Code assigned to Post Office Boxes.
OLD	303570	68362	NE	Gilead	Thayer		Post Office	5-10-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Gilead, NE 68362 as last line of address.
NEW	304115	68362	NE	Hebron	Thayer	Gilead	Community Post Office.	5-10-86	
OLD	304200	68946	NE	Hendley	Furnas		Post Office	5-10-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Hendley, NE 68946 as last line of address.
NEW	300735	68946	NE	Beaver City	Furnas	Hendley	Community Post Office.	5-10-86	
OLD	353245	12801	NY	Glens Falls	Warren	South Glens Falls	Classified Branch	4-17-86	Classified Branch assigned new ZIP Code 12803. Retain ZIP Code 12801.
NEW	353245	12803	NY	Glens Falls	Warren	South Glens Falls	Classified Branch	4-17-86	
OLD									
NEW	403568	97080	OR	Gresham	Multnomah	Main Office (New Delivery Area).	Post Office	7-01-86	New ZIP Code assigned to delivery area. Gresham, or will become new multi-coded office.
OLD	413240	15743	PA	Graceton	Indiana		Post Office	5-05-86	Post Office and ZIP Code discontinued. Establish as a place name. Change ZIP Code. Use Graceton, PA 15748 as last of line of address.
NEW	413744	15748	PA	Homer City	Indiana	Graceton	Place Name	5-05-86	
OLD	464140	57449	SD	Houghton	Brown		Post Office	5-01-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Houghton, SD 57449 as last line of address.
NEW	463114	57449	SD	Frederick	Brown	Houghton	Community Post Office.	5-01-86	

—Delivery Services Dept., 4-24-86.

HEALTH BENEFIT REFUNDS

A number of Federal Employees Health Benefits carriers have begun issuing refunds to individuals who were members of the various plans during 1985. The following are the plans involved and their telephone numbers:

Blue Cross Service Benefit Plan	(800) 253-0123
Aetna Indemnity Benefit Plan	(202) 775-6919
American Federation of Government Employees (AFGE)	(800) 424-4308
Government Employees Hospital Association, Inc. (GEHA)	(800) 437-2617
National Association of Letter Carriers (NALC)	(703) 471-1550
Kitsap Physicians Service (KPS)	(206) 478-6783
Washington Physicians Service (WPS)	(206) 682-9370
Medical Service Bureau of Idaho	(208) 746-2671
SSS Plan, Puerto Rico	(809) 753-7550

If you were a member of any of the above plans during 1985, you will be contacted directly by the plan.

Some of the plans will require completion of an application prior to issuing a refund. Other plans will issue refund checks directly to eligible subscribers. You should receive either an application or a refund check within the next 4 to 6 weeks. If you were a member of one of the above plans in 1985 and have not been contacted within 6 weeks, contact your carrier.

POST ON ALL BULLETIN BOARDS

Copyright material has been

deleted, not available for

Microfiche Edition.

Stamp Collecting Postal Card

A 14-cent domestic rate postal card honoring the hobby of stamp collecting will be issued May 23 in Chicago, Illinois, in conjunction with AMERIPEX '86, the largest philatelic exhibition ever held in North America. The postal card will be available for sale nationwide the following day.

The first day ceremony will take place at 11 a.m. in the Rosemont/O'Hare Convention Center, site of AMERIPEX '86, which is the only international philatelic exhibition being held in the United States in this decade.

The design of the card is a multicolor rendering based on a paper sculpture created by Ray Ameijide of Peekskill, New York. The Stamp Collecting design features six animated adults (three women and three men) and one child examining and discussing stamps while standing behind a table covered with stamps, albums and collecting paraphernalia. Across the bottom of the design area, in one line of black type, appear "Stamps The Universal Hobby" and "USA 14". "Stamps" and "14" are in bold type.

Procedures for ordering first day cancellations are as follows:

Customer-Provided Stationery: Customers are urged to purchase postal cards at local post offices. All postal cards must be addressed on the right side at least ⅝ of an inch from the bottom. Mail postal cards by June 23 to: Customer-Provided Postal Cards, Postmaster, Chicago, IL 60607–9991. No remittance is required.

Postal Service-Provided Stationery: The Postal Service will supply postal cards when requested to do so. Mail orders by June 23 to Stamp Collecting Postal Card, Postmaster, Chicago, IL 60607–9992. Customers are encouraged to provide a peelable return address label for each postal card ordered, to eliminate the requirement for postal personnel to apply return addresses. The cost is 14 cents for each postal card requested. Personal checks will be accepted for orders up to the limit of 50 postal cards. Do not send cash.

After local stocks of the item are depleted, it will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–12
Remove after June 23

PLEASE POST ON BULLETIN BOARD

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21562** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010004	104034	282193	335246	520025	752496	770831	901161	926801
010012	109002	294061	335566	522008	752530	770870	901173	926812
010300	109017	294131	336037	532223	760259	770882	901187	926845
011010	112091	294143	336042	537057	760261	770956	901233	927022
014310	112129	303161	336043	551123	760269	773050	901234	927311
016230	113084	303278	336049	551133	760281	781007	901266	931889
016260	114071	303374	336077	551186	761286	782208	901272	935020
018129	115831	303408	336225	554508	762006	782221	901297	937070
019037	115847	303483	336323	554513	770037	782240	901301	937104
021360	115851	303508	336616	554533	770043	782272	901322	945251
021401	117134	303511	336624	591900	770072	784125	901329	945304
021449	117138	303531	336628	600058	770120	787301	901391	951143
021491	117163	303537	336630	600608	770146	791063	901412	951169
023016	117164	303539	337037	600688	770149	791064	901455	951187
023018	117225	303565	337038	600689	770163	791068	902082	951189
024014	117298	303578	337080	601514	770190	791072	902436	958139
025005	122046	303624	337514	602004	770191	791075	902457	958143
027033	122050	303634	374077	602006	770199	791079	907238	960016
031012	122104	314118	402003	605162	770219	794077	907252	968203
031014	122109	314534	402076	605164	770268	800053	912036	968224
033018	122111	314542	402143	607263	770270	800069	912231	981134
038080	122115	319005	420006	607488	770298	801009	913299	981293
054032	139010	322368	431004	607627	770343	801012	913344	981353
069220	142041	325106	432152	620005	770351	802275	913374	981478
069250	142145	327056	432155	626029	770368	802276	913392	981511
071463	146215	328104	432174	631291	770400	802436	917236	981525
075094	181020	331496	432186	631300	770402	802442	917480	981535
075097	185017	331508	439201	641272	770407	802450	917502	981559
078003	191402	331604	441159	658101	770419	802465	917525	981571
079024	191413	331618	441429	672143	770429	802468	917551	981573
079070	191492	331619	452038	678003	770466	802471	917571	985020
079378	191506	331623	462195	701041	770535	837053	917599	992142
080115	193109	331647	462207	701463	770574	837060	921321	995194
080127	200163	331700	462208	705116	770589	841024	921347	995203
080137	200192	331703	468053	705166	770612	841221	921416	995230
085004	208065	333716	468063	711218	770621	850009	922027	997087
101275	209002	333726	477013	713036	770632	850095	922035	997088
101378	209006	333743	480315	722053	770636	850360	924107	997089
101397	220085	334049	489200	731241	770640	856016	926462	997090
101433	232015	335022	490041	741273	770641	882071	926638	997110
101485	235110	335030	490045	741412	770644	891104	926731	
101660	253057	335037	498011	741421	770658	891223	926742	
101727	272014	335058	500010	750090	770717	901037	926752	
101786	274107	335166	503160	750102	770718	901060	926775	
103009	274111	335176	505100	752194	770783	901080	926777	
104021	275049	335208	511625	752483	770799	901118	926800	

—Customer Services Dept., 4–24–86.

DRUG ABUSE

DON'T PUT UP WITH IT

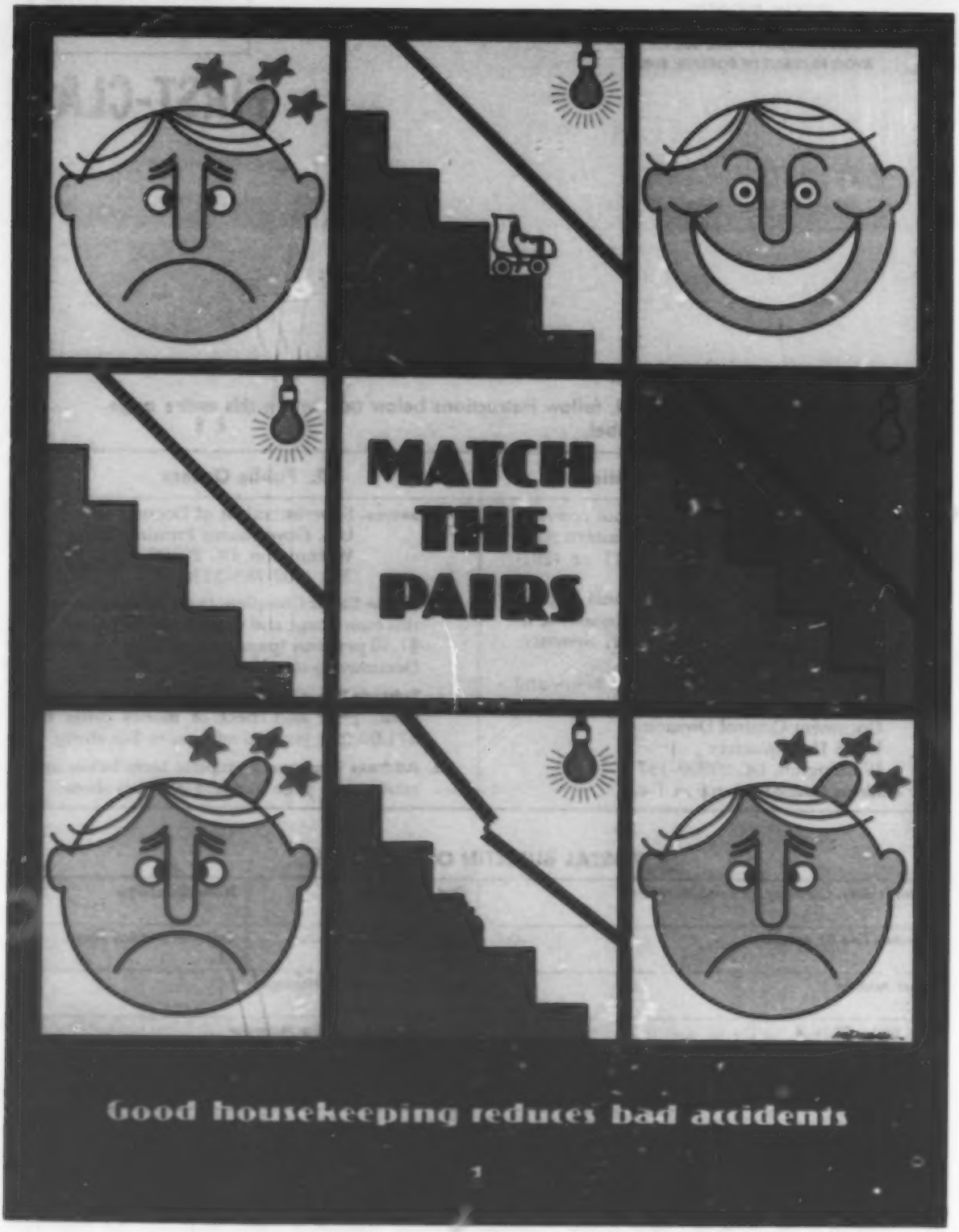
WHERE YOU WORK

SAY NOPE TO DOPE

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21561 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
269 942 9300 to 9999
269 943 0000 to 0999
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
274 609 4285 to 4299
274 990 9045 to 9099
275 628 6344 to 6399
276 540 8653 to 8699
277 138 2424 to 2499
277 182 3933 to 3999
277 579 5683 to 5699
278 965 4400 to 4499
278 965 4900 to 4917
279 022 5467 to 5499
279 256 2135 to 2199
280 255 8618 to 8647
280 619 5719 to 5732
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 566 7600 to 7699
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru 297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru 300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru 302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
344 091 7382 to 7499
344 175 9580 to 9589
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 755 7904 to 7999
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
366 772 6702 to 6799
366 998 7669 to 7681
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999


MATCH
THE
PAIRS
Good housekeeping reduces bad accidents

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
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POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21564

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21564—May 1, 1986—20 Pages

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Message From the Postmaster General

1986 SAVINGS BONDS CAMPAIGN BEGINS MAY 1, 1986

As an organization, we are committed to getting the greatest return for each dollar we invest. And each of us should set no less a goal for our personal investments. The nation's economy to a great extent depends on how wisely the Postal Service invests its capital, and our individual futures—and those of our families and loved ones—depend on how wisely we save.

That's why I urge all postal employees to consider investing in Savings Bonds through the payroll savings plan. Between May 1st and June 30th, we will be holding our nationwide Savings Bonds sign-up campaign, which offers an excellent opportunity for each of us to re-evaluate the role of Savings Bonds in our personal financial planning.

Savings Bonds offer an increasingly attractive alternative to other forms of savings and investment. They are safe and guarantee a minimum 7.5 percent interest if held for five years. They earn interest equal to 85 percent of the market-based interest rate with no upper limit. They are exempt from state and local taxes, and can be deferred from federal income taxes until they are cashed in. They can be easily purchased through payroll deduction and only cost one-half their face value.

Last year, more than 64,000 postal employees signed up to buy bonds for the first time, and over 42,000 increased their bond allotments. In fact, more than 50 percent of postal employees participated in the program. This year, I hope we can better this record, and count you among these wise savers.

Consider your options carefully, ask your colleagues who buy bonds, investigate reports in leading financial publications, discuss the advantages with your program coordinator. And when you do, I think you'll want to sign up . . . because—above all—savings bonds offer protection for the future. Whether t[illegible] future includes a college education for your children, a dream house or vacation, extra income [illegible]r retirement, or additional funds for unexpected expenses—whatever your reason for savings—you can hardly do better than U.S. Savings Bonds.

Albert V. Casey,
Postmaster General.

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P1.3:

1986 Presidential Mint Set

The 1986 Presidential Mint Set, ***Item #811***, will go on sale May 23 at all post offices normally selling philatelic products, at all Philatelic Centers and by mail order from the Philatelic Sales Division, Washington, DC 20265–9997. It will go on sale the previous day at selected postal retail facilities in Chicago, Illinois.

Priced at $10.00, the mint set contains four miniature sheets containing a total of 36 stamps as well as plastic mounts for affixing them to the album. As with previous mint sets, the stamp packets are accountable and will be shipped by one contractor while the albums will be shipped by another. Each envelope containing the stamp packet will have a label printed "mint set" so that the contents can be identified easily and combined with the mint set album before sale to customers.

The stamp packets and albums will be shipped to all Stamp Distribution Offices (SDOs) later this month in cartons of 100.

SDOs must verify receipt of equal quantities of stamp packets and albums. Each office should contact its appropriate Regional Retail Branch for quantity information. SDOs should report any differences in stamp packet quantities on the Advise of Shipment and the actual quantities received as outlined in Handbook F–1, *Financial Handbook for Post Offices*, Section 527.3.

1·9·8·6

P·R·E·S·I·D·E·N·T·I·A·L
M·I·N·T S·E·T

—Marketing Dept., 5–1–86.

14-Cent Francis Vigo Postal Card

The 14-cent Francis Vigo commemorative postal card will be placed on sale May 24, 1986, in Vincennes, IN. Vigo, an Italian-American patriot, provided economic aid and risked his life to assist General George Rogers Clark, the brilliant Virginia military strategist, during his expedition to secure the Northwest Territory.

In Italy on the same day, the Italian Ministry of Posts and Telecommunications will also issue a similar postal card.

Do Not Sell Before May 27, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Collector information is on page 12.

Supply. An automatic distribution will be made to post offices with philatelic centers only. All other post offices should order sufficient quantities of the Francis Vigo postal card to meet anticipated local philatelic demand. Post offices with 950 or more units requiring bulk quantities should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities*, to the Government Printing Office using ***Item No. 208.*** All other post offices should immediately order from their Stamp Distribution Offices using Form 17A, *Accountable Items Requisition from Stamp Distribution Office.—Marketing Dept., 5–1–86.*

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Reminder

REQUESTS FROM GOVERNMENT AGENCIES FOR CUSTOMER ADDRESSES

Postmasters are reminded of the correct procedures for processing requests from Federal, State, and local Government agencies for customer address information. Several agencies have recently informed the Records Office, USPS Headquarters, that some postmasters are incorrectly requiring agencies to furnish a return envelope or, in some cases, to pay a $1 fee.

The procedures that agencies and postmasters must follow are summarized below. Please refer to POSTAL BULLETIN 21539, 11/7/85, page 9, for the complete instructions.

Government agencies must:

1. Use the standard request format printed on agency letterhead (see PB 21539, page 35).
2. Address the request to the postmaster at the post office of last known address.
3. Give the individual's name and last known address, including ZIP Code.
4. Sign the request and insert the agency's return address in the space at the bottom of the request.
5. Mail the request to the postmaster at the post office of last known address.

Government agencies are **NOT** required to:

1. Pay a $1 fee.
2. Furnish a return envelope.
3. Submit requests in duplicate.
4. Certify that all other known sources for obtaining the address have been exhausted.

Postmasters must:

1. Check that the request has been properly completed and has been sent to the correct post office.
2. Complete the bottom half of the request by checking one of the responses or by providing the new address or boxholder's street address.
3. Return the entire request to the agency in a Postal Service penalty window envelope. Insert the request so the agency's return address is visible through the window.
4. Keep an accounting of the disclosure of the address information if the information provided was taken from a post office box application or a rural route record.—*Records Office, 5–1–86.*

ASM Revision

DELEGATION OF AUTHORITY TO SETTLE TORT CLAIMS

Effective immediately, the delegations of authority to settle tort claims filed against the Postal Service are revised. Management sectional center (MSC) managers are authorized to settle tort claims within the limits set by ADMINISTRATIVE SUPPORT MANUAL (ASM) 254.2, for an amount not to exceed $500.

Authority has been delegated to the Director, Postal Data Center (PDC) to settle tort claims for property damage for an amount up to $5,000, and to postal inspectors to settle tort claims for an amount up to $25,000.

Claims which cannot be settled within the MSC manager's authority are to be processed in accordance with the revised provisions of ASM 254.32.

Changes to the ASM are as follows:

250 Tort Claims

* * * * *

252 Investigation of Accidents

* * * * *

.232d. Assure that all information, exhibits, and documentation pertaining to accidents involving personal injury to private persons or damage to private property in excess of $500 are forwarded promptly for evaluation.

* * * * *

253 Preparing Reports and Claims

* * * * *

.123 Form 1700. In a motor vehicle accident, the supervisor of the postal employee or operator involved completes Form 1700, *Accident Investigation Worksheet.*

.13 Form Required—Nonvehicle Accidents

In a nonvehicle accident, the postal official in charge or his designee completes Form 1700 to report all accidents involving injuries to private persons or damage to private property not involving government-owned or operated motor vehicles.

* * * * *

254 Processing Reports and Claims

* * * * *

254.2 MSC Manager/Postmaster Authority to Pay Claims

.21 Personal Injury and Property Damage Claims, $500 or Less

When the amount of claims is $500 or less, the MSC manager or MSC manager/postmaster is authorized, except as noted in 254.22, to pay (but not to deny) the claim after determining that the damage claimed was caused by the negligent or wrongful act or omission of a postal employee while acting in the scope of employment. This

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delegation of authority is limited to the payment of claims made by the public for damages arising out of incidents such as a motor vehicle accident, a slip, trip, and fall accident, or similar occurrence.

* * * * *

.23 Multiple Claims

If more than one claim arises, or may arise, out of a single accident, the MSC manager may pay each claim presented, provided none of the claims, or anticipated claims, exceeds the delegated authority of $500.

.24 Payment of Claims

Payment of claims by the MSC manager or MSC manager/postmaster must be entered to AIC 597, Tort Claims—$500 or Less (MSC only), in the accountbook. A summary report, together with all supporting documents and exhibits, should be retained to support the accountbook entry (see Handbook M–19, *Accident Investigation—Tort Claims*).

254.3 Processing Claims

.31 Property Damage Claims Over $5,000

When the claim of one individual, including claim of an insurance company, is over $5,000, submit reports and forms immediately to a postal inspector or the inspector in charge.

.32 Personal Injury Claims Over $500

When the amount of the personal injury claim of any individual is over $500, submit reports and forms immediately to a postal inspector or the inspector in charge.

.33 Property Damage Claims, $500—$5,000 (except as in 254.2)

When the amount of the property damage claim of any individual is $500 to $5,000 including claim of an insurance company, submit reports and forms to the PDC.

.35 Multiple Claims

When claims from one accident are received from several claimants, and any one of the claims is more than $5,000 (including any claim of an insurance company), or if a claim of more than $5,000 is anticipated, forward all reports and forms relating to the same accident to the postal inspector in charge.

* * * * *

Exhibit 254.43 is changed as follows:

Region	Address	Area of Jurisdiction
1	J.F. Kennedy Bldg. Boston, MA 02203–0131	CT, ME, NH, MA, RI, VT
2	26 Federal Plaza New York, NY 10278–0095	DE, NJ, NY, PA
3	Regional Office Bldg. 7th & D Sts., SW Washington, DC 20405–0001	DC, MD, VA, WV, VI, PR
4	Room 450 1776 Peachtree St. NW Atlanta, GA 30309–2301	AL, FL, GA, MS, NC, SC, TN
5	U.S. Courthouse & Federal Building 219 South Dearborn St. Chicago, IL 60604–1702	IL, IN, KY, MI, OH, WI
6	1500 Bannister Road Kansas City, MO 64131–3087	IA, KS, MN, MO, NE, ND, SD
7	819 Taylor Street Fort Worth, TX 76102–6181	AR, LA, OK, TX
8	Bldg. 41, Denver Federal Center Denver, CO 80225–0001	CO, NM, UT, WY, AZ
9	49 4th St. San Francisco, CA 94103–3101	AK, CA, HI
10	GSA Center 1501 "C" St., SW Auburn, WA 98001–6599	ID, MT, NV, OR, WA

Exhibit 254.43 GSA Regional Offices

These changes will be incorporated in a future revision of the ASM.—*Law Dept., 5–1–86.*

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employees to read.

Vendor	Street Address	City	State	ZIP + 4
CJ Shoes	1032 N. 2nd St	Chillicothe	IL	61523–1626
Custom Uniforms	7914 W. Weldon	Phoenix	AZ	85033–3522
Hummel's Shoes	236 N. Columbia St	Union City	IN	47390–1432
Parks Clothiers	80–B Ogelthorpe Mall, 7804 Abercorn.	Savannah	GA	31406–3501
Roger's Athletic Shoes	16105 Victory Blvd	Van Nuys	CA	91406–5828
Rosenstell, John The Cobbler	42 W. Downer Pl	Aurora	IL	60506–5135
S&J Corp. dba Louis Cohn	386 Midway Mall	Elyria	OH	44035–2411
Shoreline Leather Goods	15407 Westminster Way N	Seattle	WA	98133–6129
Siegel's	1120 Tower Ave	Superior	WI	54880–1565
Silverstein's	543 North St	New Bedford	MA	02740–2799
SNC Distributors	Oregon City Shopping Center.	Oregon City	OR	97045–1011
Southern Salvage	111 S. Ashley St	Valdosta	GA	31601–5601
Spina's Shoe Shop	50 Aborn St	Providence	RI	02903–3209
SSI Emergency Equipment Inc	6436 E. Miss. Ave	Denver	CO	80224–1448
Standard Law Enforcement Supply.	3512 S. US Hwy. 1792	Casselberry	FL	32707–0000
Standard Law Enforcement Supply.	4920 E. 345th St	Willoughby	OH	44094–4608
Stone & Thomas Uniform Dept.	C/O Crone's, 1310 Market St.	Wheeling	WV	26003–3398
Track Shack	1322 N. Mills Ave	Orlando	FL	32803–2554
Trapuzzano's	911 Scalp Ave	Johnstown	PA	15904–1727
Trapuzzano's	328 Adams St	Fairmont	WV	26554–3104
Uniform Center	3002 Pacific Ave	Wildwood	NJ	08260–4945
Uniform Shop East	151 N. Main St	Colliersville	TN	38017–2617
Uniforms by Mimi	232 Casa Linda Plaza	Dallas	TX	75218–3412
Uniforms by Patrick	7010 Skidaway Rd	Savannah	GA	31406–2829
Weber Clothing Contract Co	P.O. Box 187	St. Cloud	MN	56301–0187
Whole Armor Uniform & Accessories Co.	570 Hendersonville Rd	Asheville	NC	28803–2825
Wholehearted Retail Items	P.O. Box 441	Brooklyn	NY	11215–0441
Wilson's	145 W. 3rd St	Williamsport	PA	17701–6476
Wilson's Lycoming	Lycoming Mall, Box 40	Muncy	PA	17756–1801
Wilson's Outdoor Traders	Susquehanna Valley Mall, P.O. Box 377.	Hummels Wharf	PA	17831–0377
Wilson's Penn State, Inc	212 Calder Way, Box 7	State College	PA	16801–0000
Wooden Shoe	3551 Belmont Ave	Youngstown	OH	44505–1401
Ye Old Kop Shoppe	1212 Yarbrough	El Paso	TX	79925–7904
Z&H Uniforms	540 Penn Ave	Sinking Spring	PA	19608–1112

—Labor Relations Dept., 5–1–86.

Employees assigned to answer telephones must be courteous, helpful, and offer all assistance possible

22-Cent Polar Explorers Commemorative Stamps

A block of four 22-cent Polar Explorers commemorative postage stamps will be placed on sale May 28, 1986, in North Pole, AK. The stamps honor five intrepid Polar explorers: Elisha Kent Kane, Adolphus W. Greely, Robert E. Peary and Matthew Henson, and Vilhjalmur Stefansson.

This is the 20th stamp to be printed by a private firm under the terms of a contract awarded by the Postal Service on September 8, 1983, and the 27th printed by that firm since 1979.

Do Not Sell Before May 29, 1986

Issued in panes of 50.

Collector information and a stamp picture will appear in a future POSTAL BULLETIN.

Supply. All post offices will receive their standard automatic distribution quantities for a 50-subject commemorative stamp. *Supplemental requisitions will not be honored at the Bureau of Engraving and Printing for* ***item 407.***

Limited quantities of these stamps will be shipped to Regional Accountable Paper Depositories for filling supplemental orders. Stamp Distribution Offices requiring additional stamps may order them from their Regional Accountable Paper Depositories using separate Forms 17A, *Accountable Items from Stamp Distribution Office.* All other post offices requiring additional stamps should immediately requisition them from their Stamp Distribution Offices on separate Forms 17A.

Before requisitioning additional stock, consider that the stock should be depleted prior to July 28, 1986, at all post office outlets except authorized philatelic centers.—*Marketing Dept., 5–1–86.*

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the 1986 periods designated. At the end of the period the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs must not request them without application by the sponsors:

Cancellation	*Period of use*
Muscular Dystrophy	May 17–June 30.
Goodwill Industries	May 1–June 30.
Multiple Sclerosis	May 12–June 16.
National Transportation Week	May 12–18.
National Historic Preservation	May 1–31.
Salvation Army	May 1–31.
Mental Health	May 1–31.
Armed Forces Day	May 1–31.
City of Hope	May 15–June 15.
Flag Day	May 1–June 14.

—*Rates & Classification Dept., 5–1–86.*

Opening Instructions

Shrinkwrapped Mail Trays

Many facilities will soon receive shrinkwrapped mail trays. To safely and properly remove and dispose of the shrinkwrapping, follow these instructions:

1. Place the shrinkwrapped mail tray on a flat work surface.

2. Cut the film by inserting a Safe-T-Cut Model 100 film knife or equivalent in the hand hole opening. With an upward motion pull the knife toward the opposite hand hole (see illustration).

4. Put the knife aside and use both hands to open the plastic film wrapper and lift the tray out of the enclosure.

5. Place the next tray of mail on the opened plastic wrap and repeat steps 1–4.

The opening operation can be performed a dozen or more times before disposal of the waste plastic film is necessary. Deposit film in a trash can with a plastic bag liner.

—*Engineering and Technical Support Dept., 5–1–86.*

Treasury Department Checks

Social security annuity checks are to be delivered on Friday, May 2. The checks will be released to the Postal Service by the Birmingham, Chicago, Kansas City, Philadelphia and San Francisco Financial Centers. The envelopes will bear the legend:

Postmaster: Requested delivery date is the 2nd day of the month.

—*Mail Processing Dept., 5–1–86.*

U.S. Savings Bonds earn interest at a guaranteed rate

All Personnel Processing Mail For Dispatch Abroad

FOREIGN ORDER NO. 156

Keep all foreign order notices for use as reference.
Final Order. The tentative *Lottery Orders* issued against the following have become final:

CANADA

Canilex Services
P.O. Box 24788
111 E. 10th Avenue
and
Linda Conner
P.O. Box 24788
111 E. 10th Avenue
Vancouver, B.C.

Cablex International
P.O. Box 905
5010 48th Ave.
and
D.E. McFee
P.O. Box 905
5010 48th Ave.
Delta, B.C.

Winplus Enterprises
P.O. Box 24843
Postal Station C
Vancouver, B.C.

Rangex International
P.O. Box 2000
5432 12th Ave.
and
Victoria Radley
P.O. Box 2000
5432 12th Ave.
Delta, B.C.

Lexican of Canada
P.O. Box 4400
3449 Saanich Road
and

CANADA—Continued

W.J. Lamont
P.O. Box 4400
3449 Saanich Rd.
Victoria, B.C.

Cablex International
P.O. Box 67400
5960 Fraser St.
and
Brenda McMichael
P.O. Box 67400
5960 Fraser St.
Vancouver, B.C.

Cablex International
P.O. Box 3600
1230 Government St.
and
Tony Sykes
P.O. Box 3600
1230 Government St.
Victoria, B.C.

Inter Gem
#777—349 W. Georgia St.
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 5–1–86.*

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/city	Name covered	Product
FL, Sarasota 33580–6912	Vacation Travel, 15 Crossroads Center, Suite 348.	Advertisements and material offering vacations to Hawaii.

—*Judicial Officer, 5–1–86.*

Publication 347

Mailing Free Matter

The Office of Consumer Affairs at Headquarters has recently issued Publication 347, *Mailing Free Matter for Blind and Visually Handicapped Persons.* This publication contains the most frequently asked questions and answers concerning the mailing of free matter by blind and visually handicapped persons. Pub. 347 is a ready reference source for employees such as window clerks who serve blind or visually handicapped persons at post office windows. Keep sufficient copies at each window station at all times for window employees and to fulfill customer requests.

Nationwide, all sighted managers at Columbia Light House for the Blind facilities will receive Pub. 347. The same information in Pub. 347 is also available from the Library of Congress in braille, large print publications, and flexible sound recordings discs. The Postal Service will provide the Library of Congress a limited supply of Pub. 347 to use and distribute as appropriate.

Ordering Information. All CAG A–K post offices received initial quantities of Pub. 347. Order up to 50 copies per requisition from area supply centers. The Office of Consumer Affairs must approve in advance requisitions for more than 50 copies.—*Marketing Dept., 5–1–86.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 157

Keep all foreign order notices for use as reference.

Final Order. The tentative *Lottery Order* issued against the following has become final:

CANADA

Fairway Club International
P.O. Box 2879
Winnipeg, Manitoba

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 5–1–86.*

Stamps and Stationery Item Removed From Sale

The following stamps and stationery item were withdrawn from sale at the Philatelic Sales Division on April 30, 1986:

Item No.	Stamp/Item
	Commemorative Stamp
525	22-cent Love (1985)
	Regular Issue Stamps
070	25-cent Frederick Douglass
092	$2.00 Kerosene Lamp
	Souvenir Card
501	$1.00 Memento 1985

Except for the $1.00 Memento Souvenir Card, any stock remaining on hand after April 30, 1986, must immediately be withdrawn from all philatelic outlets and placed on general sale until stock is exhausted. After April 30, the $1.00 Memento card is to be handled in accordance with Handbook F–1, *Financial Handbook for Post Offices,* Section 553.

The Inspection Service will give attention in this area during audit review.

—*Marketing Dept., 5–1–86.*

P–11 Revision

Postmaster Residency Requirement

Effective May 1, 1986, the postmaster residency requirement is terminated. However, all postmasters are still expected to become appropriately involved in their communities. Accordingly, Sections 547.3 and 547.5 of Handbook P–11, *Personnel Operations,* are amended as follows:

547.3 Community Involvement

Postmasters are expected to identify with and be appropriately involved in the communities they serve. If necessary, the General Manager, Field Division, or MSC Manager may require that newly appointed postmasters relocate closer to their post offices to provide the required services and to ensure their community involvement.

547.4 (No Change)

547.5 (Deleted, and Form 2459, *Acceptance Letter* is obsolete.)

These revisions will appear in a future issue of the P–11.

—*Employee Relations Dept., 5–1–86.*

ZIP Code Speeds and Simplifies Mail Handling.
ZIP Code your mail.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21563** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010004	101727	294131	336037	537057	760261	770882	901118	926845
010012	101786	294143	336042	551123	760269	770956	901161	927022
010300	103009	303161	336043	551133	760281	773050	901187	927311
011010	104021	303278	336049	551186	761286	781007	901233	931008
014310	104034	303374	336077	554508	762006	782208	901234	931817
016230	109002	303408	336225	554513	770037	782221	901266	931818
016260	109017	303483	336616	554533	770043	782240	901272	931830
018114	112091	303508	336624	591900	770072	782272	901297	931879
018129	112129	303511	336628	600058	770120	784125	901301	931889
019030	113084	303531	336630	600608	770146	787301	901322	935020
019037	114071	303537	337037	600688	770149	791063	901391	937070
021360	115831	303539	337038	600689	770163	791064	901412	937104
021401	115847	303565	337080	601012	770190	791068	901455	945251
021449	115851	303578	337514	601514	770191	791072	902082	945304
021491	117134	303624	374077	602004	770199	791075	902436	951143
021501	117138	303634	393042	602006	770219	791079	902457	951169
023016	117163	314118	402003	607263	770268	794077	907238	951187
023018	117225	314534	402143	607488	770270	800053	907252	951189
025005	117298	314542	420006	607627	770298	800069	913299	958139
027033	122104	319005	431004	620005	770343	801009	913344	958143
031012	122111	322368	432152	626029	770351	801012	913374	960016
031014	122115	325106	432155	631291	770368	802275	913392	968203
033018	139010	327056	432174	631300	770400	802276	917236	968224
038080	142146	328104	432186	641272	770402	802436	917480	981134
054032	146215	331496	439201	672143	770407	802442	917502	981293
069220	181020	331508	441159	678003	770419	802450	917525	981353
069250	185017	331619	441429	701041	770429	802465	917551	981478
071463	191413	331623	452038	701463	770466	802468	917571	981511
075094	191492	331700	462207	705116	770535	802471	917599	981525
075097	191506	331703	462208	705166	770574	837053	921321	981535
078003	193109	333716	468053	711218	770589	837060	921347	981559
079024	200192	333726	468063	713036	770612	841003	921416	981571
079070	208065	333743	477013	722053	770621	841024	924107	981573
079378	220085	334001	489200	731241	770632	841221	924111	985020
080115	232015	334049	490041	741273	770636	850009	926462	989019
080127	235110	335022	490045	741412	770640	850095	926638	989039
080137	253057	335030	498011	741421	770641	850360	926731	992142
085006	272014	335037	500010	750090	770644	856016	926738	995194
101275	274107	335058	503160	750102	770658	882071	926742	995230
101378	274111	335166	505100	752194	770717	891104	926752	997087
101397	275049	335176	511625	752483	770718	891223	926775	997088
101433	282193	335208	520025	752496	770783	901037	926777	997089
101485	292146	335246	522008	752530	770831	901060	926800	997090
101660	294061	335566	532223	760259	770870	901080	926801	997110

—Marketing Dept., 5–1–86.

This Office
Will Be Closed
Memorial Day
May 26, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Francis Vigo Postal Card

A 14-cent postal card honoring early American patriot Francis Vigo will be issued in Vincennes, Indiana, on May 24, during the Spirit of Vincennes Rendezvous. On the same day, the Italian Ministry of Posts and Telecommunications will also issue a 450-lire Vigo postal card featuring a similar design.

Designed by David Blossom of Weston, Connecticut, the U.S. postal card depicts Vigo in the foreground and General George Rogers Clark and his army of volunteers in the background. Below the design is "Francis Vigo" and "1779," the year Clark captured British-held Fort Sackville in Vincennes, an expedition financed by Vigo.

Born in Italy on December 3, 1747, Vigo served briefly with a Spanish regiment in New Orleans and later became a well-known trader in St. Louis and what is now Illinois and Indiana.

During the late 1770's, Vigo befriended George Rogers Clark, the brilliant Virginia military strategist. Clark's expedition of the Northwest Territory, sponsored mainly by Vigo, paved the way for the Louisiana Purchase and further westward expansion.

The U.S. Postal Service will sell the Italian version of the postal card, and the Italian PTT will sell the U.S. version from the date of issue through October 31. The Italian card will be available in the United States in both mint and canceled form by mail order from the Philatelic Sales Division, at AMERIPEX '86 (May 22–June 1) in Chicago, and at selected philatelic centers.

The U.S. Postal Service will sell the mint and canceled U.S. card for 14 cents each and the mint and canceled Italian card for 29 cents each. The Italian PTT also will sell both the U.S. and Italian version of the postal card. Each country will offer both the U.S. and Italian first day of issue cancellations from the date of issue thru June 24.

Procedures for ordering first day cancellations are as follows:

Customer-Provided Stationery: Customers are encouraged to purchase the Francis Vigo U.S. postal card at their local post offices and mail their orders no later than JUNE 24 to CUSTOMER-PROVIDED STATIONERY, POSTMASTER, VINCENNES, IN 47591–9991. Postal cards should be addressed at least ⅝ of an inch from the bottom, and peelable return address labels are recommended for this purpose. No remittance is required.

Postal Service-Provided Stationery: Customers also may choose to have the Postal Service provide the postal card by mailing requests by JUNE 24 to FRANCIS VIGO POSTAL CARD, POSTMASTER, VINCENNES, IN 47591–9992. The price is 14 cents for each U.S. postal card and 29 cents for each Italian postal card. (Customers should specify "mint" or "canceled" in their requests.) Personal checks in the exact amount will be accepted. Do not send cash. Postage stamps are unacceptable as payment.

A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–13
Remove after June 24

PLEASE POST ON BULLETIN BOARD

Francis Vigo Postal Card

MAY 1986

Have you seen any of these children?

Elizabeth Burkhammer
Born: 12/23/70
Date missing: 09/15/84
From: Marietta, OH

Leslie Denise McMurry
Born: 10/22/67
Date missing: 02/13/85
From: Eldorado, AR

Jeremy James Grice
Born: 05/12/81
Date missing: 11/22/85
From: North Augusta, SC

Randy Parscale
Born: 01/13/69
Date missing: 04/07/79
From: Oracle, AZ

Catherine Ruth Malcolmson
Born: 04/17/69
Date missing: 08/13/85
From: Stow, MA

Kevin Dewayne Portis
Born: 12/15/71
Date missing: 05/26/76
From: Inglewood, CA

Please Call the National Center for Missing and Exploited Children—
HOT LINE 1-800-843-5678

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations and branches. Please remove and discard previous versions. At their option, operators of contract postal units may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record,* a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service *only* through periodic issues of the POSTAL BULLETIN.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21563 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
269 942 9300 to 9999
269 943 0000 to 0999
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
277 138 2424 to 2499
277 182 3933 to 3999
277 579 5683 to 5699
278 965 4400 to 4499
278 965 4900 to 4917
279 022 5467 to 5499
279 256 2135 to 2199
280 255 8618 to 8647
280 619 5719 to 5732
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
344 091 7382 to 7499
344 175 9580 to 9589
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 755 7904 to 7999
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
365 997 7565 to 7699
366 772 6702 to 6799
366 998 7669 to 7681
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

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UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition,* to the Eastern Area Supply Center, Sommerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	**Old Quantity**	**New Quantity**
Attention Line (if needed)	**Customer's Home Phone** ( )	**Customer's Office Phone** ( )
Street Address	**Name of Approving Manager**	
City, State, ZIP + 4	**Signature of Approving Manager**	
Country (if needed)	**Credit Card No. (if used)**	**Exp. Date** (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21565

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21565—May 8, 1986—16 Pages

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MAY 20 1986

U. S. GOVT. PUBS.
DEPOSITORY 376

Express Mail Military Service (EMMS)

Express Mail Military Service (EMMS), an expedited service initiated in March 1986 for a 4 to 6 month trial period, is for use by military personnel and their dependents in sending personal letter mail and packages *to* the United States. Currently, this service is available only *from* APO/FPO installations in certain cities in Germany and Italy.

EMMS mail is accepted at these military APO/FPO installations as domestic shipments at domestic rates (see DOMESTIC MAIL MANUAL exhibits 214a & 214b). Use the August, 1984 (or later) edition of Label 11-B, *Express Mail Next Day Service Post Office to Addressee.* At acceptance, the military postal officials place a yellow and blue "Military Service" sticker over the words "Next Day Service" on the 2-Pound Pak and the Overnighter envelope, box, and tube to distinguish EMMS from *Express Mail Next Day Service* (see example on page 15.)

Service standards depend on whether or not the mail is accepted before or after the established cutoff time at the APO/FPO installation. For timely mail, the service standard is the second day after mailing: On Label 11-B, the military will *check* the second-day delivery box. For late mailings, the service standard is the third day after mailing: on Label 11-B, the military will *check and circle* the second-day delivery box.

Forward undeliverable-as-addressed EMMS mail by Express Mail if the addressee has a valid forwarding order on file. Also, provide address correction service if the fee is paid.

Senders of EMMS mail may file for postage refunds if the service standards are not met (if Express Mail is delayed by U.S. Customs, the guarantee does not apply). Delivery data must be entered into the Electronic Marketing Reporting System (EMRS) just as for other domestic shipments. Shipments are covered by merchandise insurance up to $500 and document reconstruction insurance up to $50,000.

—Marketing Dept., 5-8-86.

Availability of Ring Dies and Die Hubs

Offices requiring postmarking ring dies and die hubs used on Pitney Bowes canceling machine Models G, D, and K; ring dies for postage meter machine Models 5300 and R; and engraved die hubs (not requiring any artwork) for Mark II and M-36 Facer/Cancelers must:

1. Complete Form 4636, *Requisition for Postmarking Dies and Engraved Station Dies Hubs.*

2. Forward the completed form, along with a properly endorsed Form 7381, *Requisition for Supplies, Services or Equipment,* and a preaddressed Permit 10 mailing label to the appropriate Procurement Services Office.

Do not order from the area supply centers. The Eastern Area Supply Center has awarded an indefinite quantity, requirements-type contract (337100-86-Z-Z607) to Pitney Bowes, Inc., for the items described above.

Specific ordering procedures for these items will also be provided in a Procurement and Supply Department *Supply Bulletin.*

—Procurement and Supply Dept., 5-8-86.

Cost-of-Living Adjustments (COLA)

Effective May 10, 1986 (PP 11-86) eligible bargaining and nonbargaining employees will receive a cost-of-living adjustment (COLA), upward, in the amount indicated in the COLA charts on pages 9 through 11 in this Bulletin.

As previously stated in November, 1985, schedule changes resulting from COLA changes will no longer be published in the POSTAL BULLETIN. However, schedules resulting from such basic salary changes as general increases will continue to be published in the POSTAL BULLETIN as they occur.

Headquarters will provide each regional headquarters with a copy of revised salary schedules showing COLA changes. Each regional headquarters, in turn, will determine the distribution of schedules appropriate for its region.

—Employee Relations Dept., 5-8-86.

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I. 3:

Nonscheduled Hours

Nonscheduled crossfoot hours (Hours Type 76) are being erroneously entered for full-time employees instead of Leave Without Pay (LWOP). As a result of the erroneous charges, the employee's leave balances are not being properly reduced, and the balances are being overstated.

Record leave without pay (LWOP) for absences from duty in a nonpay status when an employee is scheduled to work and would normally be paid. Full-time employees are expected to work five days per week. The employee should be charged LWOP for all nonpay status absences unless: (1) the employee is newly appointed and the appointment date was after the first scheduled workday; or (2) the employee is terminated before the end of the scheduled workweek. In these instances, the nonscheduled Hours Type 76 is used only to crossfoot the timecard.

Complete the timecards to show LWOP types as follows (ref: Handbook F-21, *Time and Attendance,* Sect. 345.1):

Hours Type 49—Absence taken by employees who are receiving compensation from the Office of Workers Compensation and would have been scheduled to work.

Hours Type 59—Absence taken for part of the tour the employee is scheduled to work and has paid hours for the remaining portion of the tour.

Hours Type 60—Absence taken for the entire tour that the employee was scheduled to work.

Hours Type 84—Absence taken for "union official" reasons.

The following chart (Ref. Handbook F-21, Sect. 342.1), reflects the employee categories and the LWOP eligibility.

Employee category	Eligible for LWOP
Full Time	Yes
Part Time Regular	Yes
Part Time Flexible	Yes
Casual	No
Temporary	No

—Dept. of the Controller, 5-8-86.

Headquarters Address:
U.S. Postal Service Headquarters
475 L'Enfant Plaza West SW
Washington, DC 20260

DMM Revision

Mailings With Permit Imprints

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 145.1, is revised to clarify that mailings submitted with permit imprints, requiring postage to be paid through an advance deposit trust account, are subject to weighing for the purpose of postage verification unless acceptance is authorized under an alternative procedure by the Rates & Classification Center.

The DMM is revised as follows:

145 Permit Imprints (Mail Without Affixed Postage)

* * * * *

145.1 Definition. Mailers may be authorized to mail material without affixing postage if payment of postage is made at the time of mailing from an advance deposit trust account established with the Postal Service for that purpose. Each piece of mail sent by a mailer under this method of payment must bear a permit imprint to indicate that postage has been paid. This method of payment may be used to pay special service fees as well as postage. Permit imprint mailings which have postage paid through an advance deposit trust account must be weighed by the Postal Service to verify the accuracy of the piece counts claimed and the total weight of the mailing, unless acceptance is authorized under an alternative procedure by the Rates & Classification Center.

This change will be incorporated in a future revision to the DMM.

—Rates & Classification Dept., 5-8-86.

45-Year Service Award Pins

The stock of 45-Year Service Award Pins, Item No. 0-917-H, has been replenished at the area supply centers and may be ordered on an as-needed basis.—*Employee Relations Dept., 5-8-86.*

If the Address On Your POSTAL BULLETIN Mailing Label Is Incorrect Or Your Facility Has Moved, Please Follow The Instructions and Complete The Form On The Back Page . . . Of This Bulletin.

ELIGIBILITY TO MAIL ISSUES OF A PUBLICATION AT SECOND-CLASS RATES

Each post office currently accepting publications of the type referred to below as "Plus" publications, at the second-class rates of postage, is instructed to photocopy this entire POSTAL BULLETIN notice and to send one copy to each publisher that mails such publications at your office. This should be done regardless of whether the publisher identifies the "Plus" publication as an "issue" or an "edition" of the parent second-class publication.

This notice is being published to assure that mailers and post offices are aware of the following changes that will take effect on **June 8, 1986,** and to give mailers enough time to adjust their mailings to meet the new criteria pertaining to multiple "issues" of a second-class publication that regularly appear on the same day.

Plus Publications

On December 27, 1984, Advo-Systems, Inc., filed a complaint with the Postal Rate Commission requesting that it investigate the rates charged by the Postal Service for mailings by daily newspapers of weekly "Plus" or "total market coverage" publications to nonsubscribers at regular and subsidized rates under the second-class permit of the daily newspaper.

"Plus" publications typically have the following characteristics:

1. Regularly published on the same day as another "issue" of the parent publication, generally a daily newspaper.
2. Published once a week.
3. Distributed during the middle of the week to most or all households within a selected market area.
4. Provided free of charge by mail delivery to nonsubscribers of the parent publication.
5. Formatted to resemble issues of the parent publication.
6. Consisting principally of advertising material and usually including advertising inserts.
7. Generally containing relatively little editorial content.

Regulation Change

Based on differences it found between the way "Plus" publications and regular issues are marketed and distributed, the Commission determined that "Plus" publications are separate publications and that there was a need for an amendment to the *Domestic Mail Classification Schedule* (DMCS) reflecting this finding. On January 24, 1986, it issued a decision recommending the addition of section 200.0123 DMCS. The Governors of the Postal Service adopted the Commission's recommended change on March 14, 1986, and set June 8, 1986, as the effective date.

The new regulation provides that, for purposes of determining second-class eligibility and postage, an "issue" of a newspaper or other periodical shall be deemed to be a separate publication if it is:

1. Published at a regular frequency on the same day as another regular "issue" of the same publication, and

2. Distributed to more than (a) 10 percent nonsubscribers, and (b) twice as many nonsubscribers as the other issue on that same day.

As a separate publication, it must independently meet the applicable second-class eligibility qualifications in sections 421.2 through 421.4 and 422 or be mailed at the third- or fourth-class rates.

Certification Form

A new data collection form, Form 3541-CX, *Second-Class Certification for Multiple Issues on the Same Day,* has been proposed to provide the Postal Service with the additional distribution information necessary to determine whether multiple same-day "issues" of a publication are eligible for second-class entry under the permit granted to the parent publication. The form would be submitted with Form 3510, *Application for Additional Entry or Reentry of Second-Class Publications,* by a publisher requesting a change in the regular frequency of issuance of a publication to incorporate multiple same-day "issues", and with each mailing of regularly published same-day "issues". Using the figures furnished by the publisher, the Postal Service would simply compare the extent to which each "issue" is distributed to nonsubscribers and be able to immediately determine whether either "issue" is a separate publication, for postal purposes. A copy of the proposed form appears on page 4.

The proposed DOMESTIC MAIL MANUAL (DMM) language, which will implement the DMCS change, was published as a proposed rule in the April 2, 1986, *Federal Register,* with a 30 day comment period. See 51 *Fed. Reg.* 11324–27 (April 2, 1986). All comments received in response to the proposed rule will be evaluated before the final DMM language is adopted. However, regardless of the wording of the final DMM regulations and data collection form, the specific provisions of the DMCS change must be implemented on June 8 as ordered by the Governors. Therefore, beginning on that day, an "issue" which is determined to be a separate publication, based on these provisions, will not be accepted at the second-class rates under the authorization granted to the parent publication.

The final DMM language and further instructions concerning the handling of multiple same-day "issues" of a second-class publication will be published in a future POSTAL BULLETIN notice prior to the June 8 implementation date.

—Rates & Classification Dept., 5–8–86.

U.S. POSTAL SERVICE

SECOND-CLASS CERTIFICATION FOR MULTIPLE ISSUES ON THE SAME DAY

INSTRUCTIONS

1. Complete this form and attach it to Form 3510, Application for Additional Entry, Reentry or Special Rate Request for Second-Class Publication, when the frequency of a second-class publication is being changed to include more than one "Issue on any day *(see 444.1, DMM)*.
2. This form must also be submitted to each office of mailing with all Forms 3541 and 3541-A for each "Issue" of a second-class publication that is regularly published on the same day as another "Issue" of the same publication.
3. The figures reported must be for the "Issues" published on the same day and must include all copies of all editions of the "Issues" identified as Issues No. 1 and No. 2 which are circulated through the mails and by all other methods of distribution.

PART A – TO BE COMPLETED BY PUBLISHER/AGENT

Title of Publication	USPS Number	Date of Issue

ISSUE No. 1		Vol. Issue Number
1a. Total number of copies of issue distributed by all means.		1a.
1b. Total number of copies of issue distributed to NONSUBSCRIBERS.		1b.
1c. Percent of copies distributed to nonsubscribers (decimal format) 1b. divided by 1a. =		1c.
1d. Convert 1c. to percent format: (i.e., 17 X 100 = 17%)	1c. X 100 =	1d. %

ISSUE No. 2		Vol. Issue Number
2a. Total number of copies of issue distributed by all means.		2a.
2b. Total number of copies of issue distributed to NONSUBSCRIBERS.		2b.
2c. Percent of copies distributed to nonsubscribers (decimal format) 2b. divided by 2a. =		2c.
2d. Convert 2c. to percent format: (i.e., 17 X 100 = 17%)	2c. X 100 =	2d. %

I certify that the information furnished on this form is correct.	Signature of Publisher/Agent required

PART B – TO BE COMPLETED BY ENTRY POST OFFICE

Post Office and State of Mailing

INSTRUCTIONS

1. If the data on this form indicate that either "Issue" is a separate publication, that "Issue" may not be mailed at the second-class rates under the authorization granted to the publication named in PART A.
2. It must instead independently meet the applicable second-class eligibility qualifications in 421.2 through 421.4 and 422, DMM, or be mailed at third- or fourth-class rates.

Copy the figures for 1b, 1d, 2b and 2d furnished by the publisher in PART A in the corresponding spaces below. You must calculate 1e and 2e below using the publisher's figures.

1b. _____ X 2 = _____ 1e. 2b. _____ X 2 = _____ 2e.

For purposes of determining eligibility to mail at second-class rates.

ISSUE No. 1 will be treated as a SEPARATE PUBLICATION if 1b. is greater than 2e. and 1d. is greater than 10%.

1b. _____ 2e. _____ 1d. _____

Based on the data on this form, ISSUE No. 1 is a separate publication: ☐ YES ☐ NO

ISSUE No. 2 will be treated as a SEPARATE PUBLICATION if 2b. is greater than 1e. and 2d. is greater than 10%.

2b. _____ 1e. _____ 2d. _____

Based on the data on this form, ISSUE No. 2 is a separate publication: ☐ YES ☐ NO

PS Form 3541-CX, Apr. 1986

NO OBVIOUS VALUE MAIL PROCEDURES

The following instructions are being reissued to ensure that delivery unit managers are aware of their responsibility concerning *No Obvious Value Mail* and that all postal employees understand proper procedures for handling this type of mail.

1. Carriers must bundle all undeliverable *No Obvious Value Mail* and leave the bundle(s) at the carriers' cases, instead of taking them to a throwback case or any other designated location. The top piece of each bundle must be endorsed with "NOVM," the route number, and the carrier's initials.

2. *All bundles must be reviewed daily* by a designated employee. This review is to be conducted to ensure that only *No Obvious Value Mail* has been placed in the bundles. All bundles must be removed from all carrier's cases *prior to* the carrier's return to the office.

3. *Supervisors must* make daily checks of the *No Obvious Value Mail* bundles. A sufficient number of routes should be checked each day to ensure that *every route* in the unit is reviewed at least *once* each accounting period.

These supervisory reviews may be scheduled to coincide with the regular Quality Control reviews currently required for *Undeliverable as Addressed Mail,* M–39, *Management of Delivery Service,* 180. After the supervisor completes the review(s), the bundles must be removed from the carrier's cases prior to the carrier's return to the office. This may be done by any designated employee. Mail must not be disposed in trash cans located at the carrier's cases.

4. The objective of the Supervisor's review of this mail is to validate that each piece of mail in the bundle is both *No Obvious Value* and *Undeliverable as Addressed.* Supervisors should utilize all change of address information available (3982, 3575, 1564, 4232–A, carrier case labels, etc.) to determine this.

5. The results of these reviews must be shared with the employees. If the checks reveal that deliverable mail is being placed in the *No Obvious Value Mail* bundle, the frequency of the reviews should be increased until the cause of the mishandling is determined and corrective action taken to eliminate the problem. Employee ideas and suggestions concerning causes and solutions to recurring problems should be encouraged.

When a specific mailing is identified as a problem, management should make every attempt to communicate this information to the mailer to eliminate continued problems. Input from employees is a valuable source to obtain this type of information.

6. Supervisors are required to maintain a log documenting the date, route number, number of pieces checked, and number of errors (if any) found. This information can be maintained in the same manner as outlined in the Quality Control guidelines for *Undeliverable as Addressed Mail* (M–39, 181). This information should be kept in the unit for one year.—*Delivery Services Dept., 5–8–86.*

Requisition Restriction

$1.10 Flag Stamp Vending Booklets

Effective immediately, requisitions for the $1.10 Flag Stamp Vending booklets will be restricted to post offices vending only the $1.10 booklet, item number 611. Other post offices should immediately vend the $4.40 seashells booklet, item number 623, and the $2.20 Flag booklet, item number 612, wherever possible.

Requirements. The Bureau of Engraving and Printing will only accept requisitions for the $1.10 booklet from post offices vending only that booklet. Submit Forms 3356, *Stamp Requisition—Bulk Quantities* for the $1.10 booklet to the Bureau with an item 13, *Routing Slip,* which must include the following:

1. Post office name and finance number.
2. Requisition number, item number, and quantity.
3. The statement "Self-service machines in this area are restricted to vending the $1.10 booklet."

Incomplete requisitions for the $1.10 booklet will be returned unprocessed.

—*Marketing Dept., 5–8–86.*

Uniform Allowance For Medical Personnel

Effective March 15, 1986, the annual uniform allowance for medical personnel will be changed as follows:

A. Nonbargaining-Unit Employees

1. An annual uniform allowance of $198 is established for the following positions:
   a. Head nurses.
   b. Technicians and therapists.
2. Medical officers will be allowed an annual allowance for doctor's white coats. The allowance is as follows:
   a. Full-time—$125.
   b. Part-time—$100.

B. Bargaining-Unit Employees

Nurses in the NPPN bargaining unit will be provided an annual allowance in accordance with Article 26 of the 1986 USPS–NPPN Agreement.

—*Employee Relations Dept., 5–8–86.*

DMM Revision

SPECIAL BULK RATE AUTHORIZATION AT ADDITIONAL OFFICES

Please note this revision is not effective until January 1, 1987. It will be published again shortly before the effective date.

The provisions which permit an organization which is already authorized to use the special bulk third-class rates at a post office to obtain a temporary authorization to mail at the special rates at an additional office have been extended through **December 31, 1986.** A handwritten correction to DOMESTIC MAIL MANUAL (DMM) 642.134 is required to reflect this change.

Effective **January 1, 1987,** DMM 642.13 is revised to eliminate the provision which limits the authorization to mail at an additional office to a temporary one-year period. Authorizations will be granted with no prescribed termination date and will remain in force as long as the organization remains eligible for and retains its original authorization, which was approved on the basis of an appropriate postal official's review of Form 3624, *Application To Mail At Special Bulk Third-Class Rates,* and supporting evidence.

The DMM is revised as follows:

642 Application To Mail at the Special Bulk Rates

* * * * *

.13 Authorization At Additional Offices

.131 An organization already authorized to mail at a post office may obtain an authorization to mail at another post office. To obtain an authorization, the organization (not its agent) must send a letter of request to the following address:

Manager
Domestic Mail Classification Division
Attn: Special Rates
USPS Headquarters
Washington, DC 20260–5361

.132 A copy of the letter of request must be sent to the postmaster at the post office where special rates are already authorized and to the postmaster of the office where the new authorization is desired. The request must specify:

a. The post office where mailings are currently authorized.

b. The additional post office facility for which authorization to mail is requested.

c. The name of the printer or agent who will present mailings to the Postal Service.

d. The estimated date of the first mailing.

e. The name and telephone number of the individual responsible for the organization's application.

.133 An organization should allow 30 days for its application to be processed. In no event will an authorization be given an effective date before the date the application was mailed. It is recommended that an application be sent by certified mail if mailings are planned within 30 days of the date of application.

Any mailings made before an authorization is issued must be paid for at the regular mail rates under the procedures prescribed in 642.4.

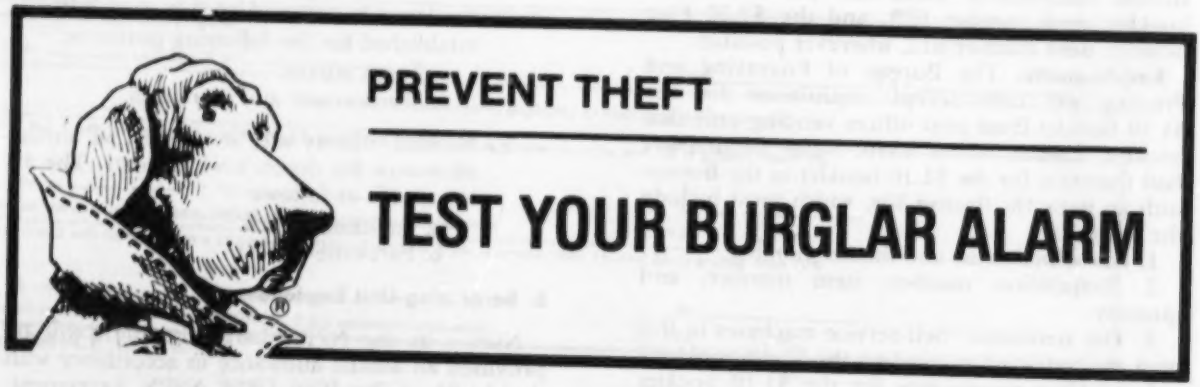
.134 An organization (or its agent) which mails under an authorization granted through these procedures must attach a sample copy of the material being mailed to each mailing statement.

.135 These procedures do not relieve a mailer of the requirements to obtain necessary mailing permits and pay the fees prescribed for mailing at bulk rates at any additional mailing locations. Nor do these provisions allow an organization to obtain an authorization for another organization which is a separate legal entity.

(*Delete* old 642.134.)

After the effective date, these changes will be incorporated into a revision of the DMM.

—Rates & Classification Dept., 5–8–86.



DOMESTIC AND INTERNATIONAL FIRST FLIGHT CACHETS

Official cachet and philatelic treatment for the first flight service described below is authorized in Section 244.63, POSTAL OPERATIONS MANUAL.

Covers to be sent on the flights must be prepared in accordance with the following instructions:

1. All covers must be addressed with postage affixed at 44 cents per half ounce for international flights and 22 cents per ounce for domestic flights.

2. A clear space, 2½ by 2½ inches on the lower portion of the envelope and to the left of the address, must be allowed for the cachet. An additional 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark, and each envelope should contain a filler of postal card thickness to assure good impressions of the cancellations.

3. The covers must be placed in outer envelopes and mailed to reach the office applying the cachet no later than three days before the scheduled date of the flight. "First Flight Covers" should be written in the lower left corner of outer envelopes.

4. Aerogrammes and postal cards will not be accepted.

There will be a limit of 50 covers per customer per flight. Covers already postmarked and those not prepared in accordance with instructions will not receive cachets or cancellations.

Specific instructions for the flights are as follows:

DOMESTIC

Trans World Airlines

On June 1, 1986, Trans World Airlines will inaugurate round-trip service between St. Louis, MO, and Anchorage, AK, with an intermediate stop in Seattle, WA.

The following cancellations may be obtained:

St. Louis to Anchorage
Seattle to Anchorage
Anchorage to Seattle
Anchorage to St. Louis

Cachets to be applied by	Send covers to
St. Louis Post Office	Postmaster St. Louis, MO 63155-9998
St. Louis Airport Mail Facility	Operations Manager Airport Mail Facility Lambert Field 9855 Air Cargo Rd. St. Louis, MO 63155-9740
Seattle Post Office	Postmaster Seattle, WA 98101-9998
Seattle Airport Mail Facility	Operations Manager Airport Mail Facility SEA-TAC International Airport Seattle, WA 98158-9998
Anchorage Post Office	Postmaster Anchorage, AK 99502-9998

USAir

On June 8, 1986, USAir will inaugurate round-trip service between Portland, ME, and Philadelphia, PA, and between Portland, ME, and Pittsburgh, PA.

The following cancellations may be obtained:

Portland to Philadelphia
Philadelphia to Portland
Portland to Pittsburgh
Pittsburgh to Portland

Cachets to be applied by	Send covers to
Portland Post Office	Postmaster Portland, ME 04101-9998
Philadelphia Post Office	Postmaster Philadelphia, PA 19104-9998
Philadelphia Airport Mail Facility.	Operations Manager Airport Mail Facility Philadelphia International Airport Philadelphia, PA 19153-9998
Pittsburgh Post Office	Postmaster Pittsburgh, PA 15219-9998
Pittsburgh Airport Mail Facility.	Operations Manager Airport Mail Facility Greater Pittsburgh Airport Pittsburgh, PA 15231-9998

INTERNATIONAL

Trans World Airlines

On June 6, 1986, Trans World Airlines will inaugurate service from Los Angeles, CA, to Milan, Italy.

The following cancellations may be obtained:

Los Angeles to Milan

Cachets to be applied by	Send covers to
Los Angeles Post Office	Postmaster Los Angeles, CA 90053-9998
Los Angeles Airport Mail Facility.	Manager Worldway Postal Center International Airport Los Angeles, CA 90009-9998

Corrections To Previously Announced First Flight Service

POSTAL BULLETIN 21559 (3-27-86) announced that cachet and philatelic service had been authorized to commemorate Trans World Airlines inaugural service between St. Louis, MO, and Honolulu, HI, on June 6. Trans World Airlines has notified us that the date has changed, the flights will in fact take place on June 1, not June 6, as previously announced.

POSTAL BULLETIN 21561 (4-10-86) announced that American Airlines would inaugurate service from Dallas/Ft. Worth, TX to Vancouver, British Columbia, Canada, on May 1. American Airlines has informed us that this flight has been canceled. All requests for first flight cachets will be returned to the senders.—*Marketing Dept., 5-8-86.*

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NO. 158

Keep all foreign order notices for use as reference.

Final Orders. The tentative *Lottery Orders* issued against the following have become final:

CANADA

Canilex Services
P.O. Box 4500
3449 Saanich Rd.
and
Beverly Lelond
P.O. Box 4500
3449 Saanich Road
Victoria, B.C.

Windfall of Canada
P.O. Box 58409
1360 S.W. Marine Dr.
and
Martin Redmond
P.O. Box 58409
1360 S.W. Marine Dr.
Vancouver, B.C.

Rangex International
P.O. Box 910
5010—48th Ave.
and
Elizabeth Nabors
P.O. Box 910
5010—48th Ave.
Delta, B.C.

Kenaston International
P.O. Box 67300
5960 Fraser St.
and

CANADA—Continued

D.W. Duffy
P.O. Box 67300
5960 Fraser St.
Vancouver, B.C.

Granger of Canada
P.O. Box 4400
Postal Station A
3449 Saanich Road

and

William Haight
P.O. Box 4400
Postal Station A
3449 Saanich Rd.
Victoria, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10099-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.

—Judicial Officer, 5–8–86.

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

BARGAINING UNIT COST-OF-LIVING ADJUSTMENTS (COLA)
REGULAR (NON-RES) SALARY SCHEDULES
EFFECTIVE MAY 10, 1986 (PP 11-86)

RSC	Salary Schedule		Current COLA		COLA Increase		Cumulative COLA	
			Hourly	Annual	Hourly	Annual	Hourly	Annual
P	Postal Service (PS) *	Steps A-C	$0.95	$1,976	$0.03	$62	$0.98	$2,038
		Steps D-O	1.14	2,371	0.03	63	1.17	2,434
M	Mail Handlers' (MH)	Steps A-C	0.95	1,976	0.03	62	0.98	2,038
		Steps D-O	1.14	2,371	0.03	63	1.17	2,434
R	Rural Carrier (RC) **	Steps B-C	0.95	1,976	0.03	62	0.98	2,038
		Steps 1-12	1.14	2,371	0.03	63	1.17	2,434
N	Data Centers (DCS)	Steps B-C	0.95	1,976	0.03	62	0.98	2,038
		Steps D-P	1.14	2,371	0.03	63	1.17	2,434
Y	Postal Police Officers (PPO)	Steps B-C	0.96	1,997	0.02	41	0.98	2,038
		Steps D-O	1.22	2,538	0.02	41	1.24	2,579
G	Postal Nurses (PNS)	Steps 1-12	2.59	5,387	0.00	0	2.59	5,387
T	Tool & Die Shop (TDS)	Steps B-C	0.95	1,976	0.03	62	0.98	2,038
		Steps D-O	1.14	2,371	0.03	63	1.17	2,434

* Employees covered by the National APWU/NALC Agreement; the Mail Equipment Shops Agreement; and the Mail Bag Depositories, Repair Centers and Supply Centers Agreement are paid under the PS Schedule.

** The COLA's shown are those for the 40-Hour Evaluated Schedule, for the Rural Carrier Mileage Schedule, and for the Rural Auxiliary Schedule. Other evaluated routes and 6-Day, 5-1/2 Day, and 5-Day substitutes are paid a proportionate amount of COLA based on their hours.

NONBARGAINING UNIT
COST-OF-LIVING ADJUSTMENTS (COLA)
EFFECTIVE MAY 10, 1986 (PP 11-86)

RSC	Salary Schedule	Current COLA		COLA Increase		Cumulative COLA	
		Hourly	Annual	Hourly	Annual	Hourly	Annual
E	EAS-23 and Below	$0.35	$728	$0.03	$62	$0.38	$790
E	EAS-24 and Above *	0.2625	546	0.0225	47	0.2850	593
F	EAS-A Postmaster	0.35	218	0.03	19	0.38	237
F	EAS-B Postmaster	0.35	328	0.03	28	0.38	356
F	EAS-C Postmaster	0.35	437	0.03	37	0.38	474
F	EAS-D Postmaster	0.35	546	0.03	47	0.38	593
F	EAS-E Postmaster	0.35	655	0.03	56	0.38	711

* An employee with a basic salary of $55,000 or more does not receive COLA. If an employee has a basic salary of less than $55,000, the base salary, including COLA, cannot exceed $55,000.

TO JOIN THE PLAN
BUY U.S. SAVINGS BONDS

BARGAINING UNIT COST-OF-LIVING ADJUSTMENTS (COLA)
RETIREE ELIGIBLE (RES) SALARY SCHEDULES
EFFECTIVE MAY 10, 1986 (PP 11-86)

RSC	Salary Schedule	Current COLA		COLA Increase		Cumulative COLA	
		Hourly	Annual	Hourly	Annual	Hourly	Annual
P1	Postal Service (PS) *	$0.35	$728	$0.03	$62	$0.38	$790
M1	Mail Handlers' (MH)	0.35	728	0.03	62	0.38	790
R1	Rural Carrier (RC) **	0.35	728	0.03	62	0.38	790
N1	Data Centers (DCS)	0.35	728	0.03	62	0.38	790
Y1	Postal Police Officers (PPO)	0.43	894	0.02	42	0.45	936
G1	Postal Nurses (PNS)	0.70	1,456	0.00	0	0.70	1,456
T1	Tool & Die Shop (TDS)	0.35	728	0.03	62	0.38	790

* Employees covered by the National APWU/NALC Agreement; the Mail Equipment Shops Agreement; and the Mail Bag Depositories, Repair Centers and Supply Centers Agreement are paid under the PS Schedule.

** The COLA's shown are those for the 40-Hour Evaluated Schedule, for the Rural Carrier Mileage Schedule, and for the Rural Auxiliary Schedule. Other evaluated routes and 6-Day, 5-1/2 Day, and 5-Day substitutes are paid a proportionate amount of COLA based on their hours.

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employees to read.

Vendor	Street Address	City	State	ZIP + 4
American Uniforms & Equipment Co.	300 E. Pleasant St	Churubusco	IN	46723–1809
Boot Country	7901 Old Seward Hwy	Anchorage	AK	99518–3237
Country Bootery	301 Aultman St	Ely	NV	89301–1550
DancAir Enterprises	1025 E. 14th St	Los Angeles	CA	90021–2211
Dave's Boot Shop	403 E. Lake	Petosky	MI	49770–2419
Family Shoe Store	McKenzie Shopping Plaza	McKenzie	TN	38201–0000
Felts	114 N. Main	Logan	UT	84321–4526
Fire House, The	Box G, 125 Church St	Newark	OH	43055–5633
Foreman & Clark Uniforms	41 Town Sq	St. Paul	MN	55101–2178
Fleet Feet Yorba Linda	18230 Imperial Hwy	Yorba Linda	CA	92686–3434
Glaser's Dept. Store	Thompson St	Raritan	NJ	08869–0000
Kinney Shoes #3882	2020 Fiesta Mall	Mesa	AZ	85202–4841
Klein's Career Uniforms	704 Monongahela Ave	Glassport	PA	15045–1625
Lazy M Shoes	232 Main St	Ames	IA	50010–6267
Mace Shoe Repair	20 N. Main	Liberty	MO	64068–1662
Morgans/Hub Fashion Shop	16 E. Broad St	Richmond	VA	23219–1732
Outdoor Army Store	47 E. State St	Sharon	PA	16146–1704
Prestige Uniform Rental	214 S. Rockford Dr	Tempe	AZ	85281–3097
Red Wing Shoe Store	Spring Mall Sq. Shopping Ctr., 6701 Loisdale Rd.	Springfield	VA	22150–1901
Red Wing Shoe Store	3909 Oleander Dr	Wilmington	NC	28403–4913
Red Wing Shoe Store	5527 Rivers Ave	N. Charleston	SC	29418–6130
Red Wing Shoe Store	Summit Shopping Ctr., 3755 Bloomfield Rd.	Macon	GA	31206–3611
Red Wing Shoe Store	B–2 Eastgate Mall	Chattanooga	TN	37411–0000
Red Wing Shoe Store	798 Main St	S. Portland	ME	04106–6015
Rudolph's	20 Donaldson St., Ste. B	Doylestown	PA	18901–4652
Rust Shoe Service	115 W. 6th	Storm Lake	IA	50588–1818
Sensible Shoe, Inc	RD 2, Woodstock Ave	Rutland	VT	05701–9802
Shoe Tree, The	P.O. Box 826	Clearfield	PA	16830–0826
Swearingen Co	2610 Santa Monica Blvd	Santa Monica	CA	90404–2406
T&R Shoes	124 Wood St	California	PA	15419–0000
Uniforms Unlimited	1408 Auburn Green Loop	Winter Park	FL	32792–6154
Velvet Enterprises	725 N. Main Ave	Sioux Falls	SD	57102–0106

—Labor Relations Dept., 5–8–86.

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/city	Name covered	Product
NY, New York 10150–1510	Management International, P.O. Box 1510, FDR Station.	The sending of solicitations in the guise of bills or invoices in violation of 39 U.S.C. § 3001(d).

—Judicial Officer, 5–8–86.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21564 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder—check for altered dollar amounts by holding money order to the light.***

269 419 8661 to 8699
269 942 9300 to 9999
269 943 0000 to 0999
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
277 579 5683 to 5699
278 965 4400 to 4499
278 965 4900 to 4917
279 022 5467 to 5499
279 256 2135 to 2199
280 255 8618 to 8647
280 619 5719 to 5732
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
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323 854 0900 to 0999
325 097 0300 to 0399
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325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
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326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
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328 251 0600 to 0899
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360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
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361 754 9300 to 9499
361 782 4204 to 4299
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
365 997 7565 to 7699
366 772 6702 to 6799
366 998 7669 to 7681
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

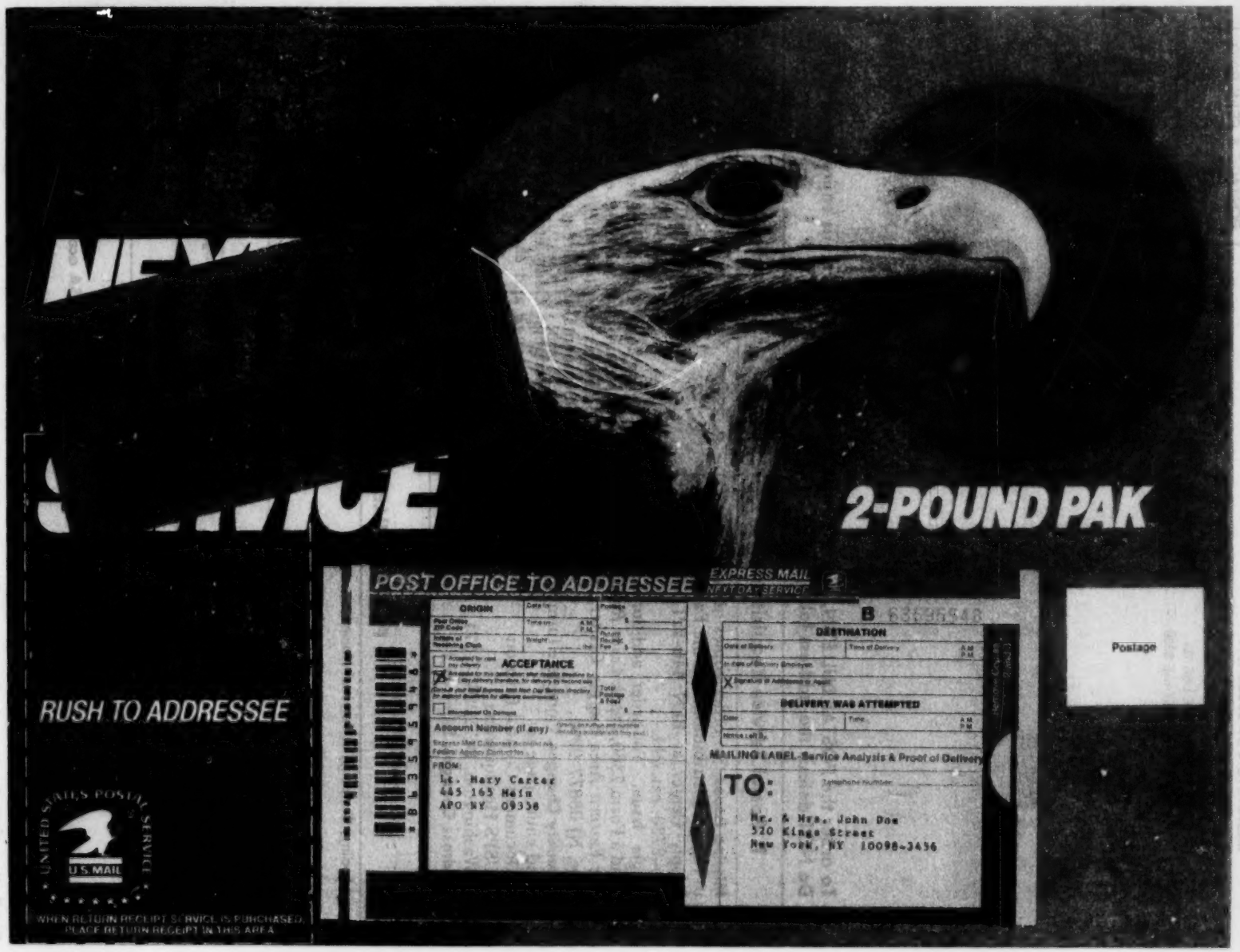
INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21564** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010004	101786	303374	335208	520025	750090	770658	882071	927311
010012	103009	303408	335246	522008	750102	770717	891104	931008
010300	104021	303483	335566	532223	752194	770718	891223	931817
011010	104034	303508	336042	537057	752483	770783	901037	931818
014310	109002	303511	336043	551123	752496	770831	901060	931830
016230	109017	303531	336049	551133	752530	770870	901080	931879
016260	112004	303537	336077	551186	760259	770882	901118	931889
018114	112129	303539	336225	554221	760261	770956	901187	935020
018129	113084	303565	336616	554508	760269	773050	901233	937070
019030	114071	303578	336624	554513	760281	781007	901234	937104
019037	115831	303624	336628	554533	761286	782208	901301	945251
021360	115847	303634	336630	591900	762006	782221	901322	945304
021401	115851	314118	337037	600058	770037	782240	901391	951143
021449	117134	314534	337038	600608	770043	782272	901412	951169
021491	117138	314542	337080	600688	770072	784125	901455	951187
021501	117163	319005	337514	600689	770120	787301	902082	951189
023016	117225	322368	374077	601012	770146	791063	902436	958131
023018	117298	324390	393042	601514	770149	791064	902457	958139
025005	122104	325106	402003	602004	770163	791068	907238	958143
027033	122111	327056	402143	602006	770190	791072	907252	958154
031012	122115	328104	420006	607263	770191	791075	913374	960016
031014	139010	331328	431004	607488	770199	791079	913392	968203
033018	142146	331496	432152	607627	770219	794077	917236	968224
038080	146215	331508	432155	620005	770268	800053	917480	981134
054032	181020	331555	432174	626029	770270	800069	917502	981293
069220	185017	331619	432186	631185	770298	801009	917525	981353
069250	191413	331623	439201	631291	770343	801012	917551	981401
071463	191492	331700	441159	631300	770351	802275	917571	981478
075094	191506	331703	441429	641073	770368	802276	917599	981481
075097	200192	333252	452038	641272	770400	802436	921321	981511
078003	208065	333349	452267	641523	770402	802442	921347	981525
079024	220085	333367	452303	672143	770407	802450	921416	981535
079070	232015	333708	452333	678003	770419	802465	924107	981559
079378	235110	333716	462208	701041	770429	802468	924111	981571
080115	253057	333726	468053	701463	770466	802471	926462	981573
080127	272014	333740	468063	705116	770535	837053	926638	985020
080137	274111	333743	477013	705166	770574	837060	926731	989019
085006	275049	334001	489200	706078	770589	841003	926738	989039
101275	282193	334049	490041	711218	770612	841024	926742	995194
101378	292146	335022	490045	713036	770621	841221	926775	995230
101397	294061	335030	498011	722053	770632	850009	926777	997087
101433	294131	335037	500010	731241	770636	850095	926800	997088
101485	294143	335058	503160	741273	770640	850329	926801	997089
101660	303161	335166	505100	741412	770641	850360	926845	997090
101727	303278	335176	511625	741421	770644	856016	927022	997110

—Marketing Dept., 5–8–86.


2-POUND PAK
POST OFFICE TO ADDRESSEE
EXPRESS MAIL
NEXT DAY SERVICE
ORIGIN
ACCEPTANCE
Account Number (if any)
FROM:
Lt. Mary Carter
445 163 Main
APO NY 09336
DESTINATION
DELIVERY WAS ATTEMPTED
MAILING LABEL-Service Analysis & Proof of Delivery
TO:
Mr. & Mrs. John Doe
520 Kings Street
New York, NY 10098-3436
Postage
RUSH TO ADDRESSEE
UNITED STATES POSTAL SERVICE
U.S. MAIL
WHEN RETURN RECEIPT SERVICE IS PURCHASED, PLACE RETURN RECEIPT IN THIS AREA

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

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a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition,* to the Eastern Area Supply Center, Somerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21566

UNITED STATES POSTAL SERVICE

postal bulletin

Published Since March 4, 1880

PB 21566—May 15, 1986—20 Pages

New Treasury Department Paper Checks

Beginning **May 16, 1986,** the USPS will begin phasing in the new Treasury Department paper checks. The following table lists the dates when the paper checks will be issued to employees and vendors:

SALARY CHECKS

Pay period	Pay date (check date)	Issuing Postal Data Center	Employees receiving new checks (by Region
10–86	05–16–86	Minneapolis	Central, Southern.
11–86	05–30–86	New York	Northeast, Eastern.
11–86	05–29–86	New York	Headquarters.
12–86	06–13–86	San Mateo	Western.

PAYMENTS TO VENDORS

(Accounts Payable, Claims, Travel, etc.)

	05–12–86	St. Louis
	05–12–86	San Mateo
	06–09–86	Minneapolis
	06–09–86	New York

Employees will receive the new check with the earnings statement folded behind the check. Take special care when separating the check and earnings statement. Employees who participate in the direct deposit or net to bank program will receive the new paper earnings statement attached to a *control* stub with only the name of the employee printed on it. The stub is essential to the new automated payment process but may be discarded by the employee after the earnings statement is detached.

—*Information Resource Management, 5–15–86.*

NEWARK PUBLIC LIBRARY
JUN 3 1986
U. S. GOVT. PUBS.
DEPOSITORY 276

Health Benefits Coverage for Employees Receiving OWCP Benefits

Notice has been received that field offices are not transferring health benefits enrollments to the Department of Labor for employees receiving Office of Workers' Compensation Program (OWCP) benefits. Also, enrollments are being terminated due to 12 months of leave without pay (LWOP).

The EMPLOYEE AND LABOR RELATIONS MANUAL (ELM), section 525, establishes the requirements for the continuation of health benefits coverage for these employees and the procedures for transferring these enrollments to the Department of Labor. Employing offices should contact the Department of Labor to request transfer of the enrollment before an employee's coverage is terminated.—*Employee Relations Dept., 5–15–86.*

Mishandling of Unendorsed Bulk Business Mail

Mail which is accepted at the third-class bulk business rate and is *not* endorsed is afforded only two treatments:

1. Delivery to the original address.
2. If not deliverable, the piece is disposed of in accordance with the provisions in DOMESTIC MAIL MANUAL (DMM) Exhibits 159.151c and 159.151d.

Due to some envelope markings, i.e. "check enclosed" carriers and clerks are attempting to return to sender such mail. Please instruct all carriers and clerks who handle this type of mail that forwarding or return services are not authorized for unendorsed third-class bulk business mail.—*Delivery Services Dept., 5–15–86.*

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Pl. 3:

Unauthorized Equipment (Biggsbag)

Copies of an advertisement received at USPS Headquarters revealed that an unauthorized vendor is selling a piece of equipment named "Biggsbag", for use by USPS employees while on duty. Although the advertisement states that the "Biggsbag" is approved for use, the Delivery Services Department advises all USPS managers and other employees that the advertisement is incorrect.

While on duty, USPS employees must use only approved and properly authorized carrier satchels issued by area supply centers. In instances where the "Biggsbags" have already been purchased, their use by USPS employees while on duty is prohibited. The policy requiring that only approved and properly authorized satchels be used by USPS employees while on duty, must be strictly enforced.

Since approved carrier satchels are issued without cost to employees, the USPS will not reimburse employees for the cost of "Biggsbags". Accordingly, no statements will be provided by the USPS which will document the cost of a "Biggsbag" as deductible for income tax purposes.

All USPS managers and employees should disregard advertisements or other information which encourage the purchase of unauthorized equipment for use while on duty.

—Delivery Services Dept., 5–15–86.

Reminder

Requisitioning of Supplies From the Western Area Supply Center

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

On March 3, 1986, all postal installations served by the Western Area Supply Center were authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. Accordingly, offices should maintain no more than a 1-month level of supplies.

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—Procurement & Supply Dept., 5–15–86.

DataStor/Source International Chairs

Operator and General Use Chairs

The new MPLSM operator chairs (PSIN 56A), the CFS operator chairs (PSIN 55A), and the general clerical use chairs (PSIN 55B) require modification to the angle adjustment mechanism. These chairs are procured from DataStor/Source International on Contract No. 104230–85–V–H038.

The contractor is shipping replacement chair mechanisms (with gas cylinder back adjustment mechanisms and plastic sleeves, Part No. 503910) to the Senior Maintenance Official at each postal facility which has received the chairs. A *Maintenance Bulletin* providing instructions for replacing the mechanisms has been issued to the sites. All chairs purchased from DataStor/Source International on this contract will be so modified.

The 2,800 chairs that remain to be shipped will be modified before delivery to Postal facilities.

—Engineering and Technical Support Dept., 5–15–86.

Form 4584

Observation of Driving Practices

An article in POSTAL BULLETIN 21559, 3/27/86, which requested offices to avoid stockpiling Form 4584, *Observation of Driving Practices,* resulted in many inquiries and some misunderstanding. This article is provided for clarification.

Supply. The effective use of Form 4584 is one of the most important measures in motor vehicle accident prevention. Managers and supervisors are not to decrease the frequency of observations conducted. To this end, a special replenishment of Form 4584 has been ordered. The supply centers will no longer restrict the issuance of Form 4584. In fact, installations ordering from supply centers are no longer confined to requisition cycles. Instead, they may order on an "as-needed" basis. This procedure eliminates the need to stockpile any form.

—Employee Relations Dept., 5–15–86.

Correction

General Services Administration (GSA) Supply Status of Drinking Cups

An article in POSTAL BULLETIN 21561, 4/10/86, same title as above, inadvertently cited incorrect national stock numbers (NSNs). The correct NSNs are as follows:

Incorrect NSN	Correct NSN
7530–00–224–7702	7350–00–224–7702
7530–00–224–0584	7350–00–290–0584
7530–00–224–0580	7350–00–290–0580
7530–00–290–0574	7350–00–290–0574

—Procurement & Supply Dept., 5–15–86.

All Offices With City Motorized, Rural, or Contract Delivery Routes

MAILBOX IMPROVEMENT WEEK

The Postal Service each year designates a week during May when customers on rural, city motorized, and contract delivery routes are encouraged to examine and improve, where necessary, the appearance of their mailboxes. The week of May19–24 has been selected this year. The purpose of Mailbox Improvement Week is to call attention to the need for providing mail receptacles which are: (1) designed to protect the mail from weather; (2) neat in appearance; (3) conveniently located; and (4) safe to use. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and the streets in suburban areas.

Mailboxes that meet the above four important requirements contribute to a more efficient delivery operation and improve service to the entire route. There are two approved styles of boxes: (1) Traditional design in three standard sizes (see Exhibit A); and (2) contemporary design (see Exhibit B).

Notice 209

Notice 209, *USPS Notice to Rural Route Customers,* is stocked in both supply centers. Submit Form 7380, *Supply Center Requisition,* to requisition copies. Notice 209 notifies customers served by rural routes of the annual National Mailbox Improvement Week. Notice 209 should be distributed to all rural route customers during the week prior to Mailbox Improvement Week. This year, Notice 209 must be distributed by rural carriers to all rural route customers before or during National Mailbox Improvement Week.

Rural Routes

Mailboxes of the approved traditional or contemporary design are required whenever a mailbox is newly installed or an unsuitable receptacle is replaced. *Exception:* Customer-built rural mailboxes may be used if prior approval is given by the postmaster. A list of approved manufacturers of traditional rural or suburban-type boxes appears in the DOMESTIC MAIL MANUAL (DMM) 156.515.

Where box numbers are assigned, the box number must be shown on the side of the box or on the door where boxes are grouped. Box numbers must be visible to the approaching carrier. Customers should be encouraged to group boxes whenever this is practicable, especially at or near crossroads, at service turnouts, or at other places where a considerable number of boxes are located.

In areas where snow removal is a problem, the use of a semiarch or extended arm type of support is suggested (see Exhibit C). This allows snowplows to sweep near or under boxes without damage to supports and provides easy access to the boxes by carriers and customers.

If the use of street names and house numbers has been authorized, the house number will be shown on the box. If the box is located on a street other than the one on which the customer resides, the street name and house number must be inscribed on the box. In all instances, placing the owner's name on the box is optional. Generally, boxes should be installed with the bottom of the box between 3½ and 4 feet from the roadway. However, due to varying road and curb conditions, and other factors, it is recommended that customers contact the postmaster or carrier prior to initially erecting or replacing their mailbox and support.

City Motorized Routes

On city motorized routes with curbline delivery, it is recommended that the box be either the approved traditional rural type box or an approved suburban box of contemporary design.

Boxes designed primarily for use by customers receiving door delivery are difficult to serve efficiently from a vehicle and their use as curbline receptacles is not encouraged (see Exhibit D).

Exhibit A

Exhibit B

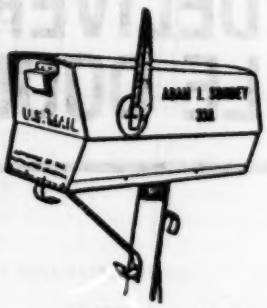


Exhibit C

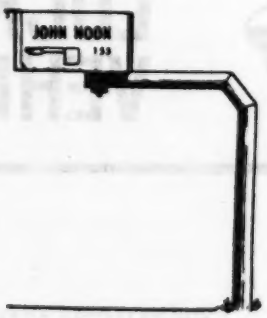
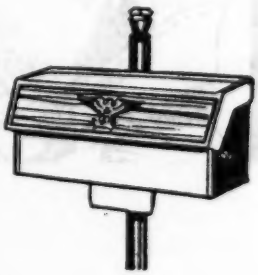


Exhibit D



However, any box that gives protection to the mail and allows safe, convenient delivery from the city delivery carrier's vehicle is acceptable. Boxes should be installed with the bottom of the box between 3½ and 4 feet from the roadway. Where boxes are not located directly in front of the customer's residence, the house number must be shown on the box.

Contract Delivery Routes

When a mailbox is newly installed or an unsuitable receptacle is replaced on contract delivery routes, an approved box of either the traditional rural type or contemporary design must be installed.

General Requirements

Mailboxes on both rural and contract routes must be placed so that they may be safely and conveniently served by carriers. Carriers must be able to deliver mail without leaving their conveyances, and the boxes must be located on the right-hand side of the road in the direction of travel of the carrier. This rule applies where traffic conditions make it dangerous for the carrier to drive to the left in order to reach the boxes, or where doing so would constitute a violation of traffic laws and regulations (*Exception:* see DMM 156.312). On new rural routes, all boxes must be located on the right of the road in the direction of travel of the carrier. Boxes must be placed to conform with State laws and highway regulations. Rural carriers are subject to the same traffic laws and regulations as are other motorists. Customers must remove obstructions, including vehicles, trashcans, and snow, that make delivery difficult. The carrier must have access to the box without having to leave the vehicle.

Mail Box Supports

Supports for mailboxes should be of adequate strength and size to properly support the box. Reports have been received that some mailbox supports are so massive that they are damaging the vehicles and causing serious injuries to people who accidentally strike them. The use of heavy metal posts, concrete posts, and miscellaneous items of farm equipment such as milk cans filled with concrete, should be avoided. The ideal support is an assembly which, if struck, bends or falls away from the striking vehicle instead of severely damaging the vehicle and injuring its occupants. The Federal Highway Administration has determined that mailbox supports no larger than 4-inch by 4-inch or 4½-inch diameter wood posts or 2-inch diameter standard steel or aluminum pipe, buried no more than 24 inches in the ground, should safely breakaway if struck by a vehicle. The mailbox must be securely attached to its post to prevent it from separating from the post if struck by a vehicle. Exhibits E and F are detailed examples of *suggested* mailbox mountings and supports. Boxes and supports should be kept painted and free from rust. Review of DOMESTIC MAIL MANUAL (DMM) sections 156.531, 156.54, 157.32c and 157.4 is also suggested.

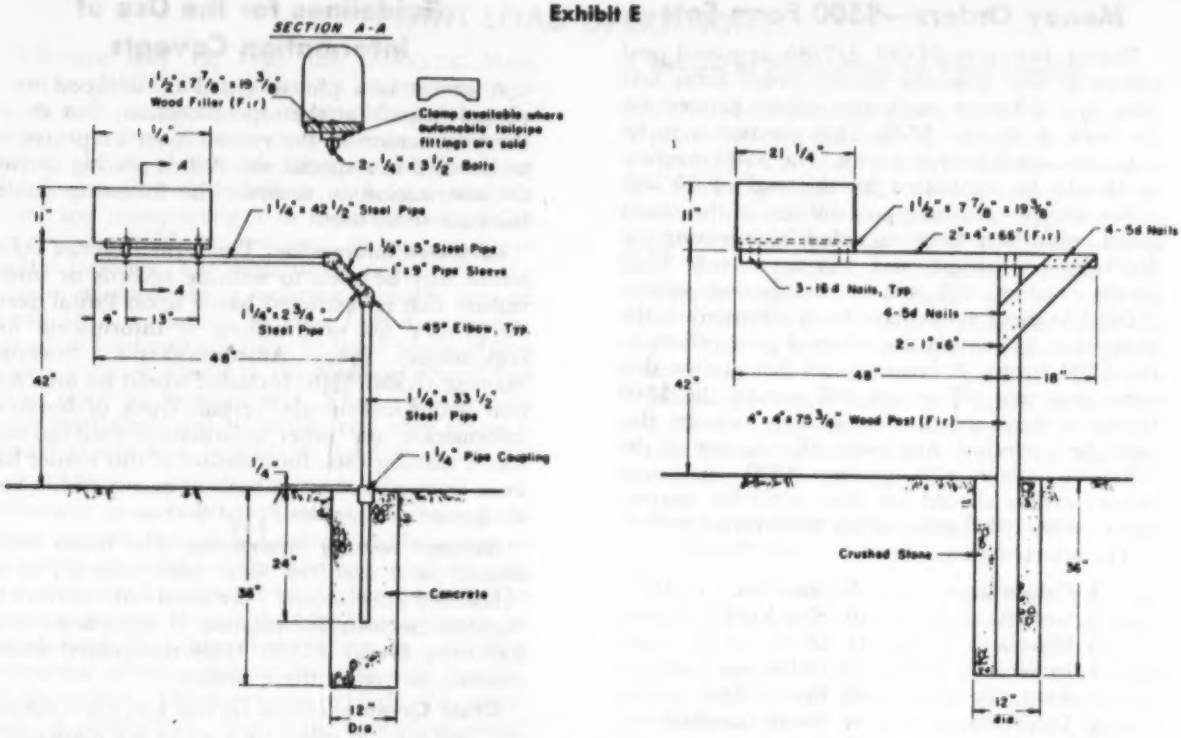
Publicity

Postmasters are expected to give these guidelines and suggestions maximum local publicity. Rural, motorized city, and contract route carriers should cooperate and later report the results to the postmaster.

Approved Manufacturers and Suppliers of Mailboxes for Use On Rural Routes

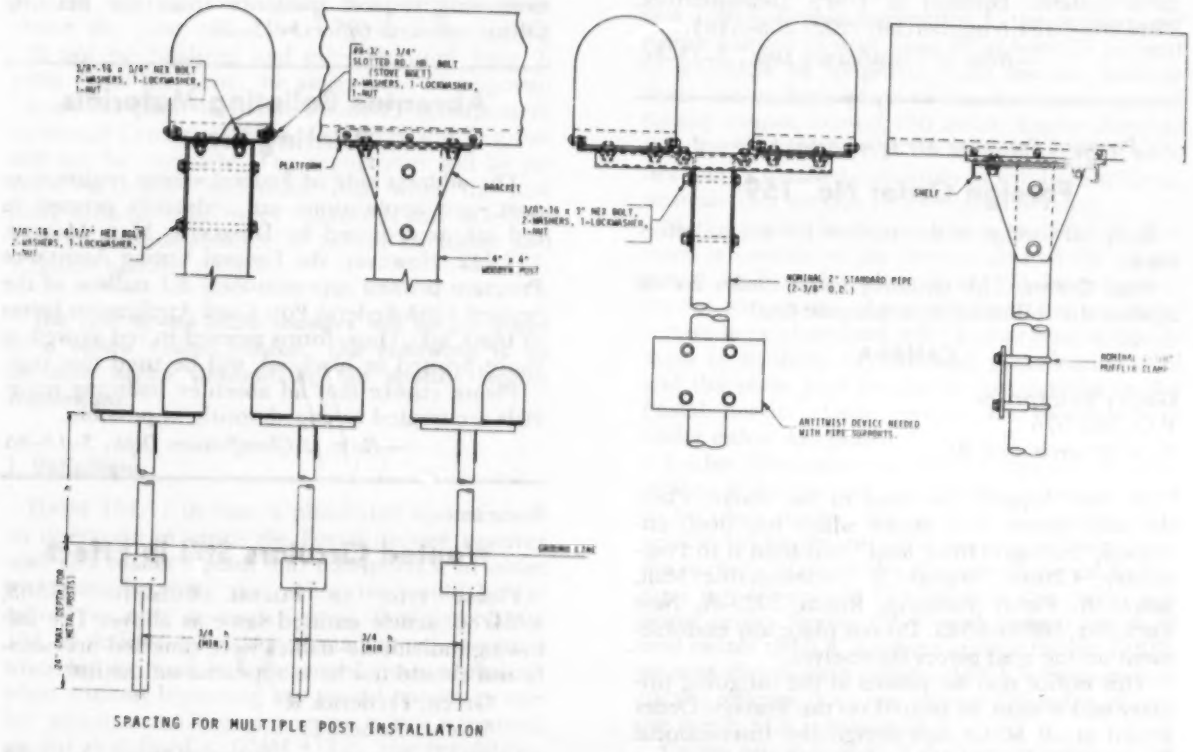
The most current list of approved mailbox manufacturers can be found in the DMM 156.515.—*Delivery Services Dept., 5–15–86.*

Exhibit E



CANTILEVER MAILBOX SUPPORTS

Exhibit F



SPACING FOR MULTIPLE POST INSTALLATION

SINGLE AND DOUBLE MAILBOX INSTALLATIONS

Money Orders—$500 Form Sets

POSTAL BULLETIN 21499, 2/7/85, required post offices to use domestic money order form sets with two different maximum values printed on the back: $500 and $700. This practice is to be continued until further notice. The $500 inventory should be exhausted by the end of FY 86.

For security reasons, post offices in the states listed below have been excluded from issuing the $500 money orders and will issue *only* $700 money orders. All stamp distribution offices (SDOs) in these states have been informed of the procedure to convert the affected post offices to the $700 forms. A recent check has shown that some associate offices are still issuing the $500 forms in these states. For security reasons this must be corrected. Any post office in any of the following states still issuing $500 maximum money orders should ask their SDO for instructions on the disposition of the $500 forms.

The affected states are:

1. California
2. Georgia
3. Illinois
4. Indiana
5. Kentucky
6. Louisiana
7. Michigan
8. Mississippi
9. Missouri
10. New York
11. Ohio
12. Oklahoma
13. Puerto Rico
14. South Carolina
15. Tennessee
16. Texas.

If there are any questions, please call the Business Systems Division at USPS Headquarters, PEN 268–5181 (commercial) (202) 268–5181.

—Rates & Classification Dept., 5–15–86.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 159

Keep all foreign order notices for use as reference.

Final Orders. The tentative *Lottery Orders* issued against the following have become final:

CANADA

Galaxy Enterprises
P.O. Box 576
New Westminster, BC

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 5–15–86.*

Guidelines for the Use of Information Caveats

A caveat is a phrase typed or stamped on a record (usually at the top or bottom) that shows the information in the record must be protected or handled in a special way. When placing caveats on information or records, the following guidelines are to be used:

Restricted Information. The term *Restricted Information* may be used to indicate records or information that is restricted based upon Postal Service Privacy Act or Freedom of Information Act regulations (See ADMINISTRATIVE SUPPORT MANUAL (ASM) 350). Included would be information about individuals, certain types of business information and other information such as customer mailing lists. Information of this nature has limitations placed upon both its access within and disclosure outside the Postal Service.

National Security Information. The terms *Confidential, Secret* and *Top Secret* (also referred to as "classified information") are used only to refer to National Security Information in accordance with Executive Order 12356. Only designated senior officials may apply these caveats.

Other Caveats. *Limited Official Use, For Confidential Use Only* and other such terms are inappropriate for use at any time within the Postal Service.

Officials who wish to use a *Restricted Information* caveat but are unsure about the proper application, may request guidance from the Records Office.—*Records Office, 5–15–86.*

Absentee Balloting Materials Printing Error

The address side of Federal voting registration post card applications are ordinarily printed in red ink as required by DOMESTIC MAIL MANUAL 137.242. However, the Federal Voting Assistance Program printed approximately 3.1 million of the revised 1985 Federal Post Card Application forms in black ink. Thus, forms printed in red as well as those printed in black ink will be used this year.

Please ensure that all absentee balloting materials are treated as expeditiously as possible.

—Rates & Classification Dept., 5–15–86.

Correction

Wanted Circulars Still in Effect

Please refer to POSTAL BULLETIN 21563, 4/24/86, article entitled same as above. The following individuals' names were canceled previously and should not have appeared on the list:

Green, Frederick R.
Wyche, Robert E.

—Inspection Service, 5–15–86.

PLANT LOAD OPERATIONS

Effective **May 18, 1986,** the DOMESTIC MAIL MANUAL (DMM) is amended on an interim basis to provide uniform and comprehensive regulations governing plant-load operations. The regulations define plant-load operations as involving the Postal Service receiving mail at a mailer's plant and transporting it to bypass handling that otherwise would be required at one or more postal facilities. The regulations provide for the review of applications utilizing a newly revised Form 3815, *Application for Plant Load Authorization,* for plant load authorization by local postal offices with a right of appeal to the National Plant-Load Committee at headquarters. They provide that such operations will be authorized only where it would result in a benefit to the Postal Service.

To endure more consistent service and to more efficiently process plant-loaded mail, the regulations require that plant-loaded vehicles must be prepared according to the destination of the mail and the class or type of mail plant-loaded. The regulations also require that the Postal Service be reimbursed for charges it incurs in providing nonpostal services due to the action or inaction of the mailer. These services include the detention or demurrage of trailers, bobtailing, deadheading and waiting/holding charges.

These regulations are made effective **May 18, 1986,** even though the Postal Service is in the process of restructuring its field organizations above the post office level. Such restructuring will not be finalized and effective until June 7, 1986. Until that time, the assignment of responsibilities for plant load operations to Management Sectional Centers (MSCs), Divisions and Regions will not be complete. The regulations will be revised as needed and made final when the new field structure becomes finalized and effective and the responsibilities of MSCs, Divisions and Regions become definite.

The text of the DMM changes will be published in a future *Postal Bulletin.* The following is an advance notice summarizing the specific interim regulations.

1. Definitions

DMM 154.11 defines a plant-load operation as an operation in which the Postal Service receives mail at a mailer's plant and transports it in order to bypass handling that otherwise would be required at one or more postal facilities. DMM 154.19 defines collection of mail as an operation whereby the mail is transported from a mailer's plant without bypassing any postal handlings and for which a mailing statement is not required, except as defined in DMM 372.2. The regulations do not apply to the collection of mail.

2. Review of Applications for Plant Loading

DMM 154.2 provides procedures for approving a plant-load application. An application will be reviewed by the MSC manager and the transportation management office (TMO) manager to determine whether the conditions for approving an application set forth in DMM 154.3 have been met. If the application is denied, a mailer may ultimately appeal the decision to the National Plant-Load Policy Committee. If, at any time, the mailer fails to meet the requirements for plant-load operations or any other provision of these regulations for two consecutive postal accounting periods or some other period agreed to by the Postal Service and the mailer, the plant-load authorization will be reevaluated.

3. Requirements for Authorizing Plant-Load Operations

DMM 154.3 sets forth the requirements for approval of an application for authorization of plant loads. If the postal facility to which the mail is destined is within the service area of the origin postal facility, the plant load will be an intra-service-area move. An intra-service-area application would be approved if there is equipment available to transport the mail and the plant load results in cost savings to the Postal Service. Cost savings are demonstrated under either Alternative 1 *or* 2. Under Alternative 1, the current and future volume of mail must fill at least 50 percent of a vehicle by weight or cube *and* the mileage from the mailer's plant to the destination postal facility cannot exceed 150 miles. Under Alternative 2, if the requirements of Alternative 1 were not met, a detailed cost analysis will have to demonstrate cost savings to the Postal Service.

If the postal facility to which the mail is destined is outside of the service area of the origin postal facility, the plant load will be an inter-service-area move. An application for an inter-service-area plant-load will be approved if equipment is available to transport plant-loaded mail and the plant load results in cost savings to the Postal Service. Cost savings are demonstrated under either Alternative 1 *or* 2 *or* 3.

Under Alternative 1, cost savings are demonstrated if the current and future volume of mail to be plant loaded fills at least 60 percent of a vehicle by weight or cube *and* the mileage from the mailer's plant to the destination postal facility does not (1) exceed 275 miles, if the origin sectional center facility (SCF) and at least one bulk mail center (BMC), auxiliary service facility (ASF), or area distribution center (ADC) is bypassed, *or* (2) the mileage does not exceed 150 miles, if only the origin SCF is bypassed.

Under Alternative 2, if the requirements of Alternative 1 were not met, a detailed cost analysis

must demonstrate cost savings. Under Alternative 3, if the requirements of Alternatives 1 and 2 were not met, cost savings are demonstrated if the local origin postal facility is operating at or near its mail processing capacity for the class or type of mail to be plant-loaded.

A plant load meeting the minimum volume and maximum mileage requirements under Alternative 1 for either intra- or inter-service-area moves will always result in cost savings to the Postal Service and, hence, a detailed cost analysis is not necessary. Not meeting the minimum volume and maximum mileage criteria does not necessarily mean there is no cost savings. If these criteria are not met, then a detailed cost savings analysis must be performed to determine if a particular plant load will result in cost savings to the Postal Service.

The cost savings to the Postal Service of providing plant loads are determined by balancing the costs avoided and the costs incurred in providing such operations. Cost savings are determined by adding the costs of the handlings bypassed, and then subtracting the additional transportation costs incurred in providing the plant load. If the result is positive, the plant load will result in cost savings and, hence, be a benefit to the Postal Service.

4. Verification of Plant-Loaded Mail

Under DMM 154.4, intra-service-area plant-loaded mail may be verified and accepted at a mailer's plant *or* at the bulk mail acceptance unit of the origin BMC, ASF, MSC or SCF, if authorized. Payment of postage and fees for plant-loaded mail must be made to the origin post office prior to the plant-loaded vehicle being transported from the mailer's facility.

5. Preparation Requirements for Plant-Loaded Vehicles

Under DMM 154.5, intra-service-area plant-loaded vehicles must be filled with mail addressed to the service area of the origin facility. Inter-service-area plant-loaded vehicles must be filled with mail addressed to the destination ZIP Code of postal facility, depending on the volume of mail plant-loaded, the appropriate class or type of mail, and the number of mailings plant-loaded.

6. Reimbursement to the Postal Service for Furnishing Nonpostal Services

Under DMM 154.6, the Postal Service will obtain reimbursement from mailers for nonpostal services furnished by the Postal Service in providing plant-load service where the Postal Service incurs a charge due to some action or inaction of the mailer. These nonpostal services include the detention or demurrage of trailers, and bobtailing, deadheading and waiting/holding charges for trailers before plant-loaded mail is loaded into a trailer, verified, and accepted by the Postal Service. Reimbursement will be obtained where the mailer makes a request in advance to detain trailers and holds them for more than 24 hours, excluding Saturdays, Sundays, and holidays, or if the mailer does not request to detain trailers in advance, but nevertheless detains trailers longer than necessary to load them. The Postal Service will not obtain reimbursement from plant-load mailers where trailers are detained, or bobtailing, deadheading or waiting/holding charges are incurred as a result of some action or inaction of the Postal Service.

7. Transportation of Plant-Loaded Mail

Under DMM 154.7 TMO will select the least costly mode of transportation that will meet the service objectives of the class or type of mail plant-loaded. As a result, the mode of transportation will not be changed at the request of the mailer.

Under DMM 154.7 mailers may transport their own plant-loaded mail only if there is a highway contract between the Postal Service and the mailer. In addition, under section 154.7, the Postal Service will not relocate trailers at a mailer's plant.

Under DMM 154.9, existing plant-load operations will continue without the mailer having to file a plant-load application. Such operations must comply with these regulations, except for the authorization process. Each existing plant-load operation will be reviewed in accordance with these regulations and a decision made whether such operation should continue to be authorized will be made by June 1, 1987. All mailers desiring to initiate plant-load operations on or after May 18, 1986 must comply with these regulations.

For further information contact Robert Owens, Office of Transportation & International Services, Mail Processing Department, Washington, DC 20260–7132, PEN 268–4373, or John English, Office of Classification and Rate Administration, Rate and Classification Department, Washington, DC 20260–5362, PEN 268–5175.—*Mail Processing and Rates & Classification Depts., 5–15–86.*

Pile sacks evenly to avoid damage and to conserve space

INTERNATIONAL PRIORITY AIRMAIL

The Postal Service is introducing a new service called International Priority Airmail service. which is available to bulk mailers of all categories of international mail other than parcel post items. In order to qualify for the service, mailers must meet specified minimum volume requirements and sort their mailings to the destination countries. The new service is intended to meet an increasing demand by business mailers for an international service that is faster than regular mail. The rate for this new service is $6.80 per pound. Service is available to all foreign countries, *except* Canada.

The interim regulations below become effective **May 18, 1986** and remain in effect until further notice. On that date service will begin from the following four post offices—Boston, MA; Chicago, IL; New York, NY; and Washington DC. By May 27, 1986 the service will begin from the following 26 additional post offices:

Atlanta, GA	Los Angles, CA
Baltimore, MD	Miami, FL
Buffalo, NY	Milwaukee, WI
Cincinnati, OH	Minneapolis, MN
Cleveland, OH	New Orleans, LA
Dallas, TX	Philadelphia, PA
Denver, CO	Pittsburgh, PA
Detroit, MI	Portland, OR
Ft. Worth, TX	St. Louis, MO
Hartford, CT	St. Paul, MN
Houston, TX	San Diego, CA
Indianapolis, IN	San Francisco, CA
Kansas City, MO	Seattle, WA

Mail Preparation Requirements

A. Qualifying Mail

International Priority Airmail is available for *all categories* of international mail, other than CP (Parcel Post), and can be mailed to any country in the world except Canada. There is a minimum quantity *per mailing* of 200 pieces or 10 pounds.

NOTE: The minimum quantities apply to the entire mailing and not to each destination. The items do *not* have to be of the same size and weight to qualify.

(1) *Admissible Items*

—Letters and letter packages (including those which contain merchandise)
—Post Cards
—Aerogrammes
—Printed Matter
—Matter for the blind
—Small Packets

(2) *Prohibited Contents*

Merchandise items that are prepared as parcel post packages are *not* admissible as International Priority Airmail.

Items which are otherwise prohibited entry into a particular country are also prohibited entry as International Priority Airmail.

(3) *Conditions of Mailing*

The conditions of mailing that are otherwise applicable to LC and AO items respectively (i.e., weight and size limits, endorsing and sealing requirements, packing and packaging specifications, customs forms requirements, etc.) are also applicable to these items when sent as International Priority Airmail.

B. Endorsements

International Priority Airmail is to receive full airmail service through its processing and delivery. Consequently, the endorsement "PAR AVION" (AIRMAIL) must be marked on each envelope. Label 19 "PAR AVION" may be used for this purpose. At the sender's option, the red, white and blue airmail border may also be used. Printed matter must be endorsed with the appropriate printed matter endorsement (see IMM 244.2).

C. Distribution

International Priority Airmail must be sorted and bundled by country (except as noted below) when there are six or more pieces for a destination. Letters and flats must be bundled separately; however, dissimilar items may be commingled within each of these categories. LC and AO mail classes may be commingled together within the letter and flat bundles. Each bundle must be securely tied (or rubber banded) in both directions and a facing slip identifying the contents of the bundle attached. The pressure sensitive labels and optional endorsement line used domestically for presort mail are prohibited in the International Priority Airmail service. At the mailer's option, a finer distribution may be made (i.e., by city or post code) using information obtained concerning a particular country's domestic distribution system.

Exceptions: Mail to Great Britain and the Federal Republic of Germany must be sorted and labeled as follows if there are six or more pieces per separation.

Great Britain

Separation	Label
London City	Londontown
Scotland	Glasgow FWD
Northern Ireland	Belfast FWD
Remaining Great Britain and Residue.	Britain, Great Britain

Federal Republic of Germany

Separation	Label
(by First Digit of Post Code)	
1	Berlin 11
2	Hamburg Flughafen
3	Hannover Flughafen
4, Uncoded and Residue	Dusseldorf Flughafen
5	Koeln-Bonn Flughafen
6	Frankfurt am Main Flughafen
7	Stuttgart Flughafen
8	Munich Flughafen

Mexico

There are extensive distribution and make-up requirements for International Priority Airmail sent to Mexico. Mailers wishing to use the service to Mexico should coordinate on a case-by-case basis with their Divisional coordinator.

Canada

International Priority Airmail is *not* available to Canada.

Residue

Destinations/separations which do not generate six or more pieces for the mailing must be aggregated into a working bundle(s). The facing slip on the bundle(s) must be labeled to the appropriate receiving exchange office and the contents described (second line) as "International Priority Airmail—WKG".

Small Packets

Items which cannot be bundled because of their physical characteristics, e.g. small packets, must be placed loose in the appropriate sack(s).

D. Pouching/Sacking

All destinations/separations accumulating ten (10) pounds or more per mailing must be sacked in the blue international airmail pouches which will be provided by the Postal Service; the maximum weight per pouch must not exceed sixty-six (66) pounds. All types of mail, including letter bundles, flat bundles, small packets, etc., for each destination are commingled in the same sack and count towards the 10 pounds.

The bundles and loose items for destinations with an insufficient volume to make direct must be enclosed in a domestic orange nylon priority mail pouch(es).

E. Labeling

Blue pouches of directs must be labeled with the appropriate PS Tag 116. The blocks for date, weight and dispatch information must not be completed by the mailer.

Orange pouches of working mail must be labeled to the appropriate exchange office (as advised by the local coordinator) and identified as "International Priority Airmail".

F. Equipment

The Postal Service, through your local Post Office or Customer Service Representative, will provide all necessary pouches and labels needed for the International Priority Airmail program. The PS 116 tags will be white and are specially coded to route the mail to a specific airport or destination.—*Marketing Dept., 5–15–86.*

DOMESTIC ORDERS

False Representation. Enforced by Postmaster at city listed.

State/city	Names covered	Product
IL, Chicago 60611–3111	U.S. Directory Publishing Co., 612 N. Michigan Avenue, Suite 217.	The solicitation of contributions or payment for any advertisement in any publication of any type.
IL, Chicago 60611–3111	Midwest Subscription Service, 612 N. Michigan Avenue, Suite 217.	The solicitation of magazine subscriptions.

—*Judicial Officer, 5–15–86.*

Insurance claims may be filed at any post office, branch, or station. They do not have to be filed at the office of mailing or the office of address.

ELM Revision

LIFE INSURANCE COVERAGE FOR EMPLOYEES RECEIVING OWCP BENEFITS

Notice has been received that field offices are not terminating life insurance coverage at the end of 12 months of leave without pay (LWOP) for employees receiving Office of Workers' Compensation Program (OWCP) benefits from the Department of Labor. Section 534.1 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) requires that life insurance coverage be terminated when employees complete 12 months in a nonpay status. This is accomplished by preparing a Standard Form 2821, *Agency Certification of Insurance Status*. Section 534.3 of the ELM provides that employees receiving OWCP benefits have the right to retain life insurance coverage after termination if (1) they continue to receive compensation and, (2) they had the coverage for at least 5 years from the date compensation began. Eligible employees may apply for this benefit by completing the reverse side of SF 2821. If the employing office fails to prepare the SF 2821, these employees cannot apply for this benefit.

The following sections to the ELM are revised to clarify these procedures:

* * * * *

534.3 Employees Receiving OWCP Benefits

.31 Eligibility

.311 Basic Life Insurance. Employees receiving Office of Workers' Compensation Program (OWCP) benefits may retain basic insurance (not accidental death and dismemberment) provided:

a. On the day that basic insurance would otherwise terminate they are in receipt of benefit under the Federal Employee's Compensation Act because of disease or injury, and the Department of Labor has held that they are unable to return to duty.

b. They do not convert to an individual policy.

c. They have been insured under the Federal Employees Group Life Insurance (FEGLI) Program for 5 years of service immediately preceding the date they became entitled to benefits under the Federal Employees' Compensation Law or the full period(s) of service since their first opportunity to be insured, if less than 5 years.

.312 Optional Insurance. Employees may retain optional life insurance (not accidental death and dismemberment) provided:

a. They are eligible to continue Basic Life insurance.

b. They have had optional insurance in force for no less than (1) the 5 years of service immediately preceding the date the employee becomes entitled to compensation benefits, or (2) if less than 5 years, the full period(s) of service during which the optional insurance was available to them.

.32 Termination of Insurance. The *continued* insurance coverage accorded employees who are receiving OWCP benefits and who are unable to return to active service terminates when their compensation benefits cease or when the Department of Labor rules that the employees are able to return to active service. These employees do not have a 31 day extension of life insurance (535.62) nor do they have the privilege of converting to an individual policy (535.7). They may, however, resume coverage if they return to active service in a position which affords life insurance coverage, i.e. career position (534.33).

.33 Resumption of Insurance. Employees who receive OWCP benefits and then return to pay status (or separate and then are reemployed) again become insured as employees. Employees who receive OWCP benefits and then receive an immediate Civil Service annuity retain insurance coverage as annuitants.

.34 Notice of Right of Conversion or Continuation

.341 Choice. Employees who have completed 12 months in a non-pay status and who are receiving benefits under the Federal Employee's Compensation Act are given SF 2821, *Agency Certification of Insurance Status,* and are informed that they have a choice of converting to an individual policy or continuing with group life insurance (not accidental death or dismemberment) while in receipt of compensation. Employees must meet eligibility requirements cited in 534.31 in order to continue coverage.

.342 Cost. If employee is eligible to continue coverage during receipt of compensation, basic insurance continues without cost, provided compensation benefits commence prior to January 1, 1990, and the employee elects a 75 percent reduction in coverage after attaining age 65. The following procedures apply:

a. Employee completes reverse side of SF 2821.

b. Employing office has employee complete SF 2818, *Election of Post-Retirement Basic Life Insurance Coverage.*

c. Employing office forwards SF 2821, SF 2818, and all SF 2823 (and/or SF 54) to OPM through the PDC.

d. OPM certifies insurance status and post-retirement election to Department of Labor (OWCP) and then informs employee of insurability status.

* * * * *

535.6 Termination

* * * * *

.63 Notice of Terminntion and of Conversion Privilege

.631 Notification Requirement. The employing office is required to promptly issue SF 2821, *Agency Certification of Insurance Status,* to employees when group insurance terminates under conditions entitling employees to convert to individual policies.

a. Conditions for Issuing SF 2821. SF 2821 is issued by the employing office when insurance terminates (except by waiver or declination) as a consequence of one of the following:

(1) Separation, such as, but not limited to:

Resignation	Death
Retirement	Removal

(2) Completion of 12 months in a nonpay status.

(3) Assignment to a noncovered position (see 531.3) in which the employee is not eligible to continue or reacquire insurance coverage, or

(4) Entry into active military service covered by military leave with pay which terminates before the employee is scheduled for release from military duty. (SF 2821 is issued when military leave with pay ceases. Issuance of this form is not necessary if it is known that within 3 calendar days after the date that military leave with pay ceases, the employee will return to government service and will be eligible to reacquire insurance.)

b. Conditions for Not Issuing SF 2821. SF 2821 is not issued when employees are not entitled to convert to individual life insurance policies and insurance terminates under one of these 2 conditions:

(1) Basic life or optional insurance, or both, terminate because the employee filed a waiver or declination (SF 2817) canceling coverage; or

(2) It is known that within 3 calendar days after the date the insurance terminates, the employee will return to government/postal service in the same or another position in which the employee is eligible to reacquire insurance.

Chapter 530 of the ELM has been completely revised and will be incorporated in the upcoming transmittal letter to the ELM. Retain this notice until this revision has been published in the ELM.—*Employee Relations Dept., 5–15–86.*

INSPECTIONS OF RESTRICTED PLANTS

Certain states and territories with the approval of the U.S. Department of Agriculture (USDA) may impose quarantines to prevent the introduction of agricultural pests and diseases by restricting the movement of specified plants and plant products. Under the Federal Terminal Inspection Act, it is illegal for any person to deposit in the mail any package containing a plant or plant product without plainly marking on the outside the exact nature of the contents. The agriculture departments of the certain states and territories maintain, in accordance with the Act, terminal inspection places where inspectors conduct inspection and treatments, if necessary, of the specifically restricted plants and plant products.

The destination States and territories maintaining federally approved terminal inspection places under the Terminal Inspection Act are:

Arizona	Montana
California	North Carolina
Florida	Northern Mariana Islands
Guam	and the State of Washington
Hawaii	
Idaho	

Postal employees in these areas must deliver to the designated terminal inspection stations or state plant inspector any parcel marked to show it contains any of the types of plant materials restricted in that jurisdiction or otherwise known by the employee to contain such restricted articles. The list of restricted articles for each local jurisdiction may be found in part V, F of Publication 14, *Plant Quarantines* (April 1981), along with the list of terminal inspection places.

No postal employee may detain or open any mail solely on the basis of a suspicion or belief that the mail contains plants or plant products. Any examination, detention, or opening of mail for purposes of enforcing state or federal plant quarantines must be conducted strictly in accordance with applicable postal regulations. (See DOMESTIC MAIL MANUAL (DMM) 115, especially 115.31a, 115.6, 115.92a, and b.)

If guidance is needed, ask the Postal Inspection Service. Requests from plant quarantine inspectors for access to mail should be treated strictly in accordance with DMM 115.7 by referring the request to the Postal Inspection Service.

—*Rates & Classification Dept., 5–15–86.*

Notice to Driver: Drive Courteously; Observe Traffic Regulations; Protect Children

FRANCIS VIGO POSTAL CARDS (ITALIAN VERSION)

On May 24, 1986, the United States and Italy each will issue a commemorative postal card honoring Italian-American patriot Francis Vigo. The U.S. Postal Service will sell the Italian version of the card in both mint and canceled form at AMERIPEX '86, at 135 *selected* Philatelic Centers, and by mail order from the Philatelic Sales Division, Washington, DC 20265-9998. Both the mint and canceled Italian cards will sell for 29 cents each, and they will be available for sale from May 24 through October 31, 1986.

Each of the 135 *selected* Philatelic Centers will receive 25 of the mint cards ***(Item 210)*** and 50 each of the canceled card ***(Item 210C).*** Backup stock also will be available at each Regional Accountable Paper Depository (APD). Any differences in the quantity on the Advice of Shipment and the actual quantities received should be reported as outlined in Handbook F-1, *Financial Handbook for Post Offices,* Section 527.3. All sales of the Italian cards are to be reported in AIC 092, *Philatelic Product Sales* on Form 1412-A, *Daily Financial Report.*

As stated in the first paragraph, the Italian cards will remain on sale in this country until October 31, 1986. Immediately after that date the following actions should be taken:

1. **Philatelic Centers**—return all unsold cards to the main stock using Form 17, *Stamp Requisition* (return stamps side).

2. **Post offices**—consolidate all the unsold cards and return them to their Stamp Distribution Offices (SDOs) no later than November 21, 1986. Record the quantity and value of the returned stock on AIC 501, *Postage Stock Shipped,* and reduce stamp accountability accordingly. List the quantity and value of the returned stock on Form 17. Also record the quantity shipped on the applicable Form 3295, *Daily Records of Stamps, Stamped Paper and Nonpostal Stamps on hand,* and send the original Form 17 to the Postal Data Center with the Statement of Account. The name and finance number of the SDO as well as that of the shipping office must be shown on the Form 17.

3. **Stamp Distribution Offices**—Upon receipt of the card, verify the amount of each card returned from the respective post offices. SDOs must increase their accountability to reflect the shipments returned from post offices. Stamp Distribution Offices will return all unsold cards to their Regional Accountable Paper Depository no later than December 1, 1986. SDOs should reduce their accountability by the total value of cards returned to APDs.

4. **Regional Accountable Paper Depositories**—Upon verification of all cards received from SDOs, APDs should increase their accountability by total value received. Further instructions to the APDs for disposition of the accumulated cards will be given during the week of *December 1, 1986.—Marketing Dept., 5-15-86.*

FLSA REMINDER

This is to remind all postmasters, supervisors, and other managerial employees, of their obligations and responsibilities under the Fair Labor Standards Act (FLSA). The FLSA requires all time worked by nonexempt employees, including nonexempt supervisors and postmasters, to be recorded in order that it can be properly paid for at the rate of 150% of their regular rate of pay for all hours worked in excess of 40 in a service week.

Managerial employees are expected to control overtime costs within their area of responsibility. However, they also must ensure that when nonexempt employees work before or after their scheduled hours or during the time set aside for their meal period, such time is recorded as work. All time actually worked by nonexempt employees, including nonexempt supervisors and postmasters, must be recorded, and these employees must be appropriately compensated. Time worked includes any time in which work is "suffered or permitted," i.e., where postmasters, supervisors or other managerial employees know or have reason to know work has been performed.

The Postal Service has now had twelve years of experience under the FLSA. FLSA requirements are incorporated in various handbooks and manuals, and have been the subject of numerous POSTAL BULLETIN notices and other communications from the Postmaster General and other managers. Postmasters, supervisors and other managerial employees are responsible for knowing these requirements and for ensuring all nonexempt employees continue to be properly compensated.

Commitment to FLSA compliance is included in both the PCES and EAS Performance Evaluation Programs. It is emphasized that failure to meet FLSA responsibilities is considered to be a serious deficiency in performance; this deficiency will be reflected in the rating given to postmasters, managers, and supervisors and, if circumstances warrant, can lead to more serious corrective action.

Local management must ensure that all postmasters, supervisors, and other managerial employees receive a copy of this reminder.

—Employee Relations Dept., 5-15-86.

POSTMARKING RING DIES AND DIE HUBS

All requirements for engraved ring dies and die hubs for electric and hand-operated canceling machines are to be submitted to the appropriate Procurement Services Office, *not to the area supply centers.* Exception. Standard die hubs for the M-36 and Mark II Facer/Cancellers are available from the Western Area Supply Center (WASC), Topeka, Kansas. Also, metal type for months and days and any repair, replacement, or spare part will continue to be available from the WASC. You must consult your Area Maintenance Office for the proper ordering procedure.

Form 4636, *Requisition for Postmarking Dies and Engraved Station Dies Hubs,* must be accompanied by a properly completed and signed Form 7381, *Requisition for Supplies, Services or Equipment,* and a preaddressed, postage free mailing label. Correct part numbers and current costs are as follows:

PITNEY BOWES CANCELING MACHINES

USPS item No.	Part No.	Description	Unit of issue	Unit price
Model G Canceling Machine				
217	51701	Ring Die, Round.	Each	$43.80
217G	51501	Ring Die, Square.	Each	67.00
218	50707	Die Hub, Round Wavy Lines.	Each	28.00
218A	50705	Die Hub, Round Engraved.	Each	67.70
218E	50710	Die Hub, Square Engraved.	Each	75.00
218H	50709	Die Hub, Square Wavy Lines.	Each	42.50
Model K Canceling Machine				
76	51501	Ring Die, Square.	Each	67.00
225	348104	Die Hub, Wavy Lines.	Each	90.25
225A	348113	Die Hub, Engraved.	Each	118.40
Model D Canceling Machine				
76	51501	Ring Die, Square.	Each	67.00
76F	53599	Type, APO Number.	Each	9.10
76S	51519	Ring Die, Solid.	Each	45.30
77	50521	Die Hub, Wavy Lines.	Each	44.20
77A	50517	Die Hub, Engraved.	Each	71.20
77D	50547	Die Hub, First Day Cover.	Each	62.00
Model M-36 & Mark II				
	256478–1 (3593007)	Ring Die, Lead.	Each	27.45
	256478–2 (3593007)	Ring Die, Trail.	Each	27.45

PITNEY BOWES CANCELING MACHINES—Continued

USPS item No.	Part No.	Description	Unit of issue	Unit price
Model M-36 & Mark II—Continued				
	3580568	Die Hub, Engraved *Without* Art, with USPS Message.	Each	82.00
Model 5300 Postage Meter Machine				
	5393012	Ring Die, Engraved with City, State, ZIP Code, and Permit Number.	Each	17.50
Model R Postage Meter Machine				
	228068	Ring Die Engraved with City, State, ZIP Code, and Permit Number.	Each	17.50

INTERNATIONAL PERIPHERAL SYSTEMS (IPS)

USPS item No.	Part No.	Description	Unit of issue	Unit price
Models Flyer, F, or M				
133G	8003133	Ring Die	Each	46.11
1207G	8002957	Die Hub, Canceling Stripes.	Each	65.91
1535G	8002978	Die Hub, Engraved Commercial Message.	Each	107.64
1536G	8002896	Die Hub, Hand Index Return to Sender.	Each	107.64
681AG	8031089	Type Slug, APO.	Each	11.48
Model HD100 (IPS)				
100	8004100	Ring Die, HD 2.	Each	46.11
102HD	8004102	Die Hub, Engraved Commercial Message.	Each	67.21
101XHD	8004101	Die Hub, Canceling Stripes.	Each	67.21
105HD	8004105	Type Slug, APO.	Each	17.78

Requests for die hubs for all makes and models requiring special engraved commercial advertising cancellations, other than U.S. Postal Service-generated messages, will continue to be ordered in accordance with the DOMESTIC MAIL MANUAL, Sections 171 through 174.

—Procurement & Supply Dept., 5–15–86.

POM Revision

SURFACE PREFERENTIAL MAIL SEQUENCING CONTROL POLICY

Effective immediately, POSTAL OPERATIONS MANUAL (POM) 416.323 is revised. This new language incorporates the Surface Preferential Mail Sequencing Control Policy as recently developed in cooperation with Regional Directors, Mail Processing.

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416 Distribution, Dispatch, and Routing Policy

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.32 Mail Processing Scheduled by Class

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.323 Second-Class Mail. Without delaying First-Class Mail, distribute second-class mail on the same schedule as First-Class Mail to meet the service standards published for surface preferential mail.

a. Entry Times. Establish critical entry times for incoming and outgoing mail which provide for distribution and dispatch targets based on the unit Operating Plan.

b. Clearance Times. Establish clearance times for each distribution unit to assure that the greatest possible volume of second-class mail is distributed in time to connect with planned transportation dispatches to meet service standards. All surface preferential mail (second-class and newspapers) unloaded at the dock of the destinating SCF prior to critical entry time as established in accordance with *a* above, must be identified and staged for delivery on the next delivery day. The level of make-up and the critical entry time for this make-up determines the delivery commitment. When exceptional volumes of second-class mail are received and all distribution cannot be completed in time for next delivery day, that is, there are plan failures, give preference to publications with more frequent issuance. This remaining plan failure volume must be clearly distinguished from volume arriving after critical entry time and distributed to assure delivery is completed on the next delivery day. Therefore, it is necessary to identify this mail with date and time of receipt.

c. Example. For purpose of illustration, assume SCF (3-digit) make-up with a critical entry time of 0300 and the following:

(1) Surface preferential mail unloaded Monday at 2100 will be staged for Tuesday delivery.

(2) Surface preferential mail unloaded Tuesday at 0200 will also be staged for Tuesday delivery since it is received prior to critical entry time for Tuesday delivery.

(3) Surface preferential mail unloaded Tuesday after 0300 must be clearly identified as having arrived after cut-off time for Tuesday delivery and staged for distribution and delivery on Wednesday behind any plan failures from Tuesday delivery.

Note: Similar examples can be illustrated for incoming primary, incoming secondary, etc. and the critical entry time appropriate to these distribution entry levels.

These changes will be incorporated into a future revision to the POM.

—Mail Processing Dept., 5–15–86.

U.S./SWEDEN/U.N. JOINT PHILATELIC FOLDER

In celebration of the international nature of stamp collecting, the United States, Sweden and the United Nations will jointly issue and sell a philatelic folder, ***Item 879,*** at AMERIPEX '86, the first international stamp show held in the United States in ten years. The on-sale date of the folder, entitled "Stamp Collecting—The International Hobby," is May 22, the opening day of the show.

The item will also be available at 135 *selected* Philatelic Centers and by mail order from the Philatelic Sales Division, Washington, DC 20265–9998, from May 22 through September 7, 1986, unless supplies are exhausted before that date.

Priced at $5.95, the folder will contain three separate pages, one with U.S. stamps and background information on them, one with Swedish stamps and related text, and one with U.N. stamps and related text. All the stamps will bear a May 22 cancellation. The top of each page will feature the appropriate postal seal.

Since the production of this item is limited, each of the 135 Centers will receive an initial supply of only 25 folders. However, each Regional Accountable Paper Depository (ADP) will receive a small supply as back-up stock. The folders, complete with stamps and cancellations, will be shipped on or before May 19, 1986, to each of the selected 135 Philatelic Centers. Shipments for backup stock will be shipped to APD's approximately one week later.

Report any differences in the quantity of folders on the Advice of Shipment and the actual quantities received as outlined in Handbook F–1, *Financial Handbook for Post Offices,* Section 527.3.

As stated above, this folder will be sold at Philatelic Centers and by mail order only through September 7, 1986. Immediately after that date, all unsold folders are to be handled in accordance with Handbook F–1, Section 553.

—Marketing Dept., 5–15–86.

NON-FOREIGN PER DIEM RATE CHANGES

Changes in per diem rates prescribed for official travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States effective January 1, 1986.

Locality	Maximum Rate
Alaska:	
Adak [1]	$19.00
Anaktuvuk Pass	140.00
*Anchorage	122.00
Atqasuk	215.00
*Barrow	144.00
*Bethel	124.00
Coldfoot	122.00
*College	105.00
*Cordova	113.00
*Deadhorse	145.00
Dillingham	114.00
Dutch Harbor-Unalaska	105.00
*Eielson AFB	105.00
*Elmendorf	122.00
*Fairbanks	105.00
*Ft. Richardson	122.00
*Ft. Wainwright	105.00
Juneau	109.00
*Kenai	119.00
Ketchikan	113.00
*Kodiak	110.00
*Kotzebue [3]	126.00
*Murphy Dome [3]	105.00
*Noatak	126.00
Nome	136.00
*Noorvik	126.00
Petersburg	113.00
Point Hope	160.00
Point Lay	179.00
Prudhoe Bay	131.00
Sand Point	103.00
Shemya AFB [3]	30.00
*Shungnak	126.00
Sitka-Mt. Edgecombe	113.00
Skagway	113.00
*Spruce Cape	110.00
St. Mary's	100.00
Tanana	136.00
*Valdez	136.00
Wainwright	165.00
Wrangell	113.00
Yakutat	100.00
*All Other Localities [3]	91.00
American Samoa	81.00
Guam M.I.	91.00
Hawaii:	
Hawaii (Island of)	63.00
Oahu	94.00
All Other Islands	85.00
Johnston Atoll [2]	23.00
Midway Islands [1]	13.00
Puerto Rico:	
Bayamon:	
12–16—5–15	132.00
5–16—12–15	105.00
Puerto Rico—Continued	
Carolina:	
12–16—5–15	132.00
5–16—12–15	105.00
Fajardo (Incl. Luquillo):	
12–16—5–15	132.00
5–16—12–15	105.00
Ft. Buchanan (Incl. GSA Service Center, Guaynabo):	
12–16—5–15	132.00
5–16—12–15	105.00
Ponce (Incl. Ft. Allen NCS)	99.00
Roosevelt Roads:	
12–16—5–15	132.00
5–15—12–15	105.00
Sabana Seca:	
12–16—5–15	132.00
5–16—12–15	105.00
San Juan (Incl. San Juan Coast Guard Units):	
12–16—5–15	132.00
5–16—12–15	105.00
All Other Localities	111.00
Virgin Islands of U.S.:	
12–1—4–30	126.00
5–1—11–30	112.00
Wake Island [2]	20.00
All Other Localities	20.00

[1] Commercial facilities are not available. The per diem rate covers charges for meals in available facilities plus an additional allowance for incidental expenses and will be increased by the amount paid for Government quarters by the traveler. For Adak, Alaska—when Government quarters are not utilized, and quarters are obtained at the Simone Construction, Inc. camp, a daily travel per diem allowance of $71.50 is prescribed to cover the cost of lodging, meals and incidental expenses at this facility.

[2] Commercial facilities are not available. Only Government-owned and contractor operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meals and incidental expenses.

[3] On any day when U.S. Government or contractor quarters and U.S. Government or contractor messing facilities are used, a per diem rate of $13 is prescribed to cover meals and incidental expenses at Shemya AFB and the following Air Force Stations: Cape Lisburne, Cape Newenham, Cape Romanzof, Clear, Cold Bay, Fort Yukon, Galena, Indian Mountain, King Salmon, Kotzebue, Murphy Dome, Sparrevohn, Tatalina and Tin City. This rate will be increased by the amount paid for U.S. Government or contractor quarters and by $4 for each meal procured at a commercial facility. The rates of per diem prescribed herein apply from 0001 on the day after arrival through 2400 on the day prior to the day of departure.

* Indicates a new locality or change in maximum rate.

—Dept. of the Controller, 5–15–86.

Be sure that the appropriate ZIP Code is entered on Form 3575, Change of Address Order

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21565** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010004	101786	303408	335208	505100	706078	770632	891104	931830
010012	103009	303508	335246	511625	711218	770636	891223	931879
010300	104021	303511	335566	520025	713036	770640	901037	931889
011010	104034	303531	336042	532223	731220	770641	901060	935020
014310	109002	303537	336043	537057	731241	770644	901080	937070
016230	109017	303539	336049	551123	741273	770658	901118	937104
016260	112004	303565	336077	551133	741412	770717	901187	945251
018114	112129	303578	336225	551186	741421	770718	901233	945304
018129	112143	303624	336616	554221	750090	770783	901234	951143
019030	112197	303634	336624	554508	752194	770831	901322	951187
019037	113084	314118	336628	554513	760259	770870	901391	951189
021360	114071	314534	336630	554533	760261	770882	901412	954076
021401	115831	314542	337037	600058	760269	770956	901455	958131
021449	115847	319005	337038	600608	760281	773050	902082	958139
021491	115851	322368	337080	600688	761286	781007	902436	958143
021501	117138	323045	337514	600689	762006	782208	902457	958154
023016	117163	323047	339301	601012	770037	782240	907238	960016
023018	117225	324390	374077	601514	770043	784125	907252	968203
025005	117259	325106	393042	602004	770072	787301	913374	968224
027033	117298	327056	402003	602006	770120	791064	913392	981134
031012	122104	328104	402143	607263	770149	800053	917236	981293
031014	122111	331328	420006	607488	770163	800069	917480	981353
038080	122115	331508	431004	607627	770190	801009	917502	981401
054032	139010	331555	432155	616035	770191	801012	917525	981478
069220	142146	331619	432174	616036	770199	802275	917551	981481
069250	146215	331623	432186	616037	770219	802276	917571	981510
071463	181020	331700	439201	616038	770268	802436	917599	981511
075094	191413	331703	441159	616039	770270	802442	921321	981525
075097	191506	333252	441429	616040	770298	802450	921416	981535
078003	208065	333349	452038	620005	770343	802465	924107	981559
079024	220085	333367	452267	626029	770351	802468	924111	981571
079070	223053	333708	452303	631185	770368	802471	926462	981573
079378	232015	333716	452333	631291	770400	809033	926638	981611
080115	235110	333726	454094	631300	770401	837053	926731	985020
080127	253057	333740	462208	641073	770402	837060	926738	989019
080137	272014	333743	468053	641272	770419	841003	926742	989039
085006	274111	334001	468063	641523	770429	841024	926775	995194
101275	275049	334049	477013	672143	770466	841221	926777	995230
101378	282193	335022	478008	678003	770535	850009	926845	997087
101397	292146	335030	489029	701041	770574	850095	927022	997088
101433	294061	335037	489200	701463	770589	850329	927311	997089
101485	294131	335058	490041	705002	770601	850360	931008	997090
101660	294143	335166	498011	705116	770612	856016	931817	997110
101727	303374	335176	500010	705166	770621	882071	931818	997110

—Marketing Dept., 5–15–86.

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing.* These lists must be posted where they are readily available for employees to read.

Vendor	Street address	City	State	ZIP + 4
Amertex Uniforms	230 W. Baseline	Tempe	AZ	85283–1261
Athlete's Foot, The	3447 N. Cole Rd	Boise	ID	83704–4406
Birkenstock Footprints	333 Broadway	Chico	CA	95926–5321
Blessing, Tom H	348 E. King St	Chambersburg	PA	17201–1636
Bob's Shoe Store	6935 11th St	Rockford	IL	61109–4904
Brown's Shoe Fit Co	322 N. Main St	Mitchell	SD	57301–2612
Career Apparel Unlimited	Hidden Spring Mall, P.O. Box 1182.	Keene	NH	03431–1182
Craft Clerical Clothes	247 W. 37th St	New York	NY	10018–5706
Crockett, Curtis D	9444 Stately Oak Ln	Charlotte	NC	28212–4126
Evans Shoes Inc	819 Ligonier St	Latrobe	PA	15650–1827
F&J Police Equipment	904 Melrose Ave	Bronx	NY	10451–4151
Foley's Career Uniforms	4400 Cross Rds. Ctr. E., 2820 S. Hamilton Rd.	Columbus	OH	43232–4908
Heel to Toe, Inc	2000 N. Neil	Champaign	IL	61820–7808
Johnny's Big and Tall Mens Clothing.	26 Towne Centre	Danville	IL	61832–5842
John's Quality Clothiers & Tailors.	19 Main St	Walden	NY	12586–1822
Jurgens & Holtvluwer	1506 Grandville Ave, S.W.	Grand Rapids	MI	49509–1193
Kinney Shoes #3677	Pony Village Center	North Bend	OR	97459–2729
Kinney Shoes #5338	670 Prater Way	Sparks	NV	89431–4453
Perkasie Uniform Co	520 Walnut St	Perkasie	PA	18944–0000
Peter West Uniforms	1157 Rock Creek Way	Concord	CA	94521–0000
Pete's Shoe Repair	125 E. Tulare St	Dinuba	CA	93618–2304
Pro Uniforms Plus	5290 Neil Rd	Reno	NV	89502–6505
Professional Uniforms	2200 Kamehameha Hwy	Honolulu	HI	96819–2308
Q&C Co	511 Madison Ave., P.O. Box 1397.	Calumet City	IL	60409–0797
Red Wing Shoe Store	130 Manchester Rd	Ballwin	MO	63011–0000
Red Wing Shoe Store	7045 South State, #6	Midvale	UT	84047–1548
Roseman, Billy	P.O. Box 24656	Philadelphia	PA	19111–0656
Shoe Corner, The	200 S. Main St	Woodsfield	OH	43793–1025
Shoe Place, The	506 W. Elizabeth Ave	Linden	NJ	07036–4278
Sketchley Services	1848 N.W. 23rd Ave	Portland	OR	97210–2531
Sport Treds	Baker Square, 13421 W. Center Rd.	Omaha	NE	68144–3412
Stitches Uniforms	4328 New Rd	Austintown	OH	44515–4513
Stones	40 N.E. 2nd	Gresham	OR	97030–7590
Uniform Village	1623 Eastern Pkwy	Schenectady	NY	12309–6095
Viel's Shoes	800 Farmington Ave	Kensington	CT	06037–1303
Warehouse Army-Navy	897 Orange Ave	West Haven	CT	06516–1844

—Labor Relations Dept., 5–15–86.

Reckless driving never determines who's right . . . only who's left

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21565 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
269 942 9300 to 9999
269 943 0000 to 0999
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
278 965 4900 to 4917
279 022 5467 to 5499
279 256 2135 to 2199
280 255 8618 to 8647
280 619 5719 to 5732
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru 297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru 300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru 302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7309
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 389 9242 to 9299
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
365 997 7565 to 7699
366 772 6702 to 6799
366 998 7669 to 7681
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

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21567

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21567—May 22, 1986—24 Pages

Financial Procedures for International Priority Airmail

POSTAL BULLETIN 21566, 5/15/86, announced the introduction of a new service called International Priority Airmail. The participating post offices listed in that article should note the financial procedures for this service indicated below.

The postage rate for this service is $6.80 per pound (or any fraction of a pound). The tare weight of the sack(s) is not included in determining the weight of the mailing for postage calculation purposes.

Each item sent in this service must bear an imprint indicating that United States postage has been paid. Senders who have one of the permit imprints specified in Exhibit 152.3, INTERNATIONAL MAIL MANUAL, may use that permit imprint for items sent in this service. Senders who use stamps or postage meters will be assigned a sequential permit number for International Priority Airmail purposes only. They must also imprint the words "U.S. INTERNATIONAL AIRMAIL POSTAGE PAID" on each item in accordance with one of the imprinting methods specified in section 145.3, DOMESTIC MAIL MANUAL. The imprint may not be typewritten or written by hand.

Postage must be paid by postage stamps, by postage meter, by official mail indicia, or through an advance deposit account. Where stamps or a meter are used, the postage must be affixed directly to the statement of mailing, Form 3652-X, *Statement of Mailing International Priority Airmail.* When payment is by penalty indicia, the postal emblem, the phrase "Postage and Fees Paid," the name of the Federal Department or activity, and the agency sampling number must appear on each piece. The agency must also furnish its assigned sampling number in the designated block under Part A, Form 3652-X.

—Rates & Classification Dept., 5-22-86.

If the Address On Your POSTAL BULLETIN Mailing Label Is Incorrect Or Your Facility Has Moved, Please Follow The Instructions and Complete The Form On The Back Page . . . Of This Bulletin.

14-Cent Settling of Rhode Island Commemorative Postal Card

The 14-cent Settling of Rhode Island commemorative postal card will be placed on sale June 26, 1986, in Newport, RI.

Do Not Sell Before June 27, 1986

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1986

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Collector information is on page 19.

Supply. An automatic distribution will be made to post offices with philatelic centers only. Since the total quantity of this postal card will be distributed automatically, *supplemental requisitions will not be honored at the Bureau of Engraving and Printing for item 200.—Marketing Dept., 5-22-86.*

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P1.3:

17-Cent Belva Ann Lockwood Regular Stamp

The 17-cent Belva Ann Lockwood regular stamp will be placed on sale June 18, 1986, in Middleport, NY. Lockwood, an attorney and a women's right activist, was the first woman admitted to practice before the U.S. Supreme Court and the first woman who appeared on the ballot as a presidential candidate.

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 100.
Collector information is on page 21.

Supply. An automatic distribution will be made to post offices with authorized philatelic centers only. Refer to POSTAL BULLETIN 21555, 2/27/86, for automatic quantities being shipped. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices are encouraged to order sufficient quantities to meet philatelic demand.* Unfilled orders currently at the Bureau of Engraving and Printing for ***item 017*** will be filled with the 17-cent Lockwood stamp.

Bulk Quantities. Post offices with 950 or more revenue units requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities,* to the Bureau of Engraving and Printing, using ***item number 047.*** Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5 million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring these stamps should requisition them immediately from their designated stamp distribution offices on separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—Marketing Dept., 5–22–86.

Directives Update

The following new and revised directives have been issued and are available now from the Supply Centers. See Pub. 23, *Directives Catalog,* for ordering instructions. A list of directives that have been made obsolete are noted also.

New Directives

Document and date	Title
HBK F–22A, 11/85	*PSDS Supervisor's Guide*
HBK PO–507, 3/86	*Air Contracting Administrative HBK*
HBK PO–864–1, 10/85.	*BMC Distribution Test Samples Design Data Reduction Procedures*
HBK PO–869–13, 2/86.	*Dispatch Sack Quality Program-User's Guide*
L 108, 1/86	*Express Mail Corporate Account Label*
POS 31G, 3/85	*Consumer Service Card*
PUB 32A, 3/86	*USPS Glossary of ADP Terms*
PUB 265C, 10/85	*Centralized Mail Delivery Garden Apartment Applications*
TG 175, 1/86	*Express Mail Surface Transportation*

Revised Directives

Document and date	Title	Oldest usable date
DMM, TL–20, 11/85.	*Domestic Mail Manual*	11/85
HBK, DM–103, TL–2, 1/86.	*Penalty Mail*	6/85
HBK M–39, TL–11, 11/85.	*Management of Delivery Services.*	5/85
PUB 12, 3/86	*Preparing Business & Courtesy Reply Mail.*	3/86

Obsolete Directives

Document and date	Title	Obsolete date
PUB 252, 10/81	*Intelpost Service Description* (Replaced by Notice 82A).	4/86
PUB 218, 6/78	*Program for Alcoholic Recovery*	4/86

Note: It is important to order items with the type of identification used by the supply center computers. For example, HBK represents Handbook; L represents Label; N represents Notice, PUB represents Publication; and SGN represents Sign.

—Office of Information Management, 5–22–86.

Store stamp credits in a security container, safe, or vault after tour of duty has ended.

DMM Revision

PLANT LOAD OPERATIONS

The DOMESTIC MAIL MANUAL (DMM) 154 was revised on an interim basis to provide uniform and comprehensive regulations governing plant-load operations. A detailed description of these regulations was set forth in the POSTAL BULLETIN 21566, 5/15/86. Effective May 18, 1986, DMM 154 was revised to read as follows:

154 Plant-Load Operations

154.1 Definitions

.11 Plant Loading. Plant loading is an operation in which the Postal Service receives mail at a mailer's plant and transports it in order to bypass handling that otherwise would be required at one or more postal facilities. Plant loads are authorized when they result in a benefit to the Postal Service. (See 154.3).

.12 Mailer's Plant and Mailings

.121 Mailer's Plant. The mailer's plant is the non-Postal Service location where the mail is plant loaded.

.122 Plant Load Mailings. A plant load mailing is mail of one mailer consisting of mail loaded in one or more vehicles accepted by the Postal Service at the mailer's plant on a calendar day, when (a) if required, a single Form 3541, 3541A, 3602, 3602PC, 3602G, or 3605, *Mailing Statement,* is prepared and submitted by the mailer; or (b) appropriate postage is affixed to each item; or (c) an alternative method of paying postage using a permit imprint (i.e. itemized postage) is utilized and a single Form 3605, *Mailing Statement,* and a manifest covering the mailing is prepared and submitted by the mailer.

.123 Mixed Classes of Mail. A mailer may combine in a single vehicle third-and-fourth-class mail, if the classes of mail are physically separated and a mailing statement is submitted for each class.

.13 Service Area

.131 First- and Second-Class Mail. The service area for plant-loaded First-Class and second-class mail is the service area of the sectional center facility (SCF) in which the mailer's plant is located.

.132 Third- and Fourth-Class Mail. The service area for plant-loaded third- and fourth-class mail is the service area of the bulk mail center (BMC) or auxiliary service facility (ASF) in which the mailer's plant is located.

.14 Intra-Service-Area Plant Loads. Intra-service-area plant loads are movements of mail from the mailer's plant to a mail processing facility located within the service area of the appropriate mail processing facility in which the plant is located. Handling at the local origin post office or other local acceptance facility is bypassed.

.15 Inter-Service-Area Plant Loads. Inter-service-area plant loads are movements of mail from the mailer's plant to a mail processing facility located outside the service area of the appropriate mail processing facility in which the plant is located. Handling at the local origin post office or other local acceptance facility and one or more intermediate processing facilities is bypassed.

.16 Vehicle. A vehicle is a trailer, straight truck, or other container used to transport mail by highway, railroad, or water.

.17 Trailers

.171 Highway Transportation Trailer. A highway transportation trailer is a trailer owned or leased for any term by the Postal Service or provided by a Postal Service highway transportation contractor for the transportation of mail exclusively over highways.

.172 Rail Transportation Trailer. A rail transportation trailer is a trailer provided by a Postal Service rail transportation contractor for the transportation of mail in whole or in part by rail.

.18 Other Operations

.181 Bobtailing. Bobtailing is the movement of a tractor without a trailer to or from a mailer's plant.

.182 Deadheading. Deadheading is the movement of a tractor and trailer or other container or straight truck to or from a mailer's plant without transporting any mail.

.183 Waiting/Holding. Waiting/holding occurs when a vehicle waits or is held at a mailer's plant for mail to be loaded into the vehicle.

.19 Collection. Collection of mail is an operation in which the Postal Service transports mail from a mailer's plant or an authorized location other than a postal facility to the local post office or other designated local acceptance point. Collection of mail does not include any mail which both bypasses a handling and requires a mailing statement, except as set forth in DMM 372.2. *Note:* These regulations do not apply to the collection of mail.

154.2 Procedures for Authorization of Plant Loads

.21 Application. A mailer desiring to have mail plant loaded must complete Form 3815, *Application for Plant-Load Authorization,* and submit it to the postmaster of the post office serving the mailer's plant.

.22 Review. The local postmaster must review the application for completeness and forward it to his management sectional center (MSC) man-

ager. The MSC manager must review the application and approve or deny it in accordance with 154.23 or 154.24. If approved, he will forward the application to the transportation management office (TMO) manager. The TMO manager will review the application and approve or deny it in accordance with 154.23 or 154.24. If approved, he will forward the application to the Regional Plant Load Committee. This committee consists of the following officials or their designees: the Regional General Manager, Logistics Division, (chairman), and the Regional General Managers of the Budget and Cost, Accounting and Revenue Protection, Customer Programs, and Delivery Divisions. The Regional Plant Load Committee must review the application and approve or deny it in accordance with 154.23 or 154.24. Each official or group of officials reviewing the application must act upon it within five business days of receipt.

.23 Approval

.231 Conditions. The application will be approved if it meets all of the requirements set forth in 154.3 for either intra- or inter-service-area plant loads, as appropriate. If the application is approved and the mailer desires plant-load operations, the mailer must enter into the standard Plant-Load Agreement with the Postal Service.

.232 Failure to Meet Requirements. The local postmaster of the post office which serves the mailer's plant is responsible for monitoring plant-load operations and must notify the Regional Plant Load Committee if, at any time, a mailer fails to meet the requirements set forth in these regulations for two consecutive postal accounting periods, or instead a period set forth in the mailer's plant-load agreement. The plant-load authorization must then be reevaluated by the Regional Committee.

.24 Denial. The application will be denied if it does not meet all of the requirements set forth in 154.3 for either intra- or inter-service-area plant loads, as appropriate. Any official or group of officials denying an application must notify the mailer in writing of the denial and the reasons for it within five business days of the receipt of the application.

.25 Appeal

.251 Appeal to Regional Plant Load Committee. If the application is denied by the MSC manager or TMO manager, the mailer may appeal in writing to the Regional Plant Load Committee. Such an appeal must be filed with the Chairman of the Regional Plant Load Committee, Regional General Manager Logistics Division, within 10 calendar days of the date of the mailer's receipt of the notice of denial. The Regional Committee must notify the mailer in writing of the action taken on appeal within five business days of receipt of the appeal. If the application is denied, the Regional Committee must also inform the mailer of the reasons for the denial.

.252 Appeal to National Plant Load Policy Committee. If an application is denied by the Regional Plant Load Committee, the mailer may appeal to the National Plant Load Policy Committee at Postal Service Headquarters, which will issue a final ruling on the application. Such an appeal must be filed with the Chairman of the National Committee, the Director, Office of Transportation and International Services, Mail Processing Department, Washington, D.C. 20260–7130, within 10 calendar days of the date of the mailer's receipt of the Regional Plant Load Committee's notice of denial. The National Committee consists of the following officials or their designees: Director, Office of Transportation and International Services, Mail Processing Department, (chairman); Director, Office of In-Plant Systems, Mail Processing Department; Director, Office of Mail Classification, Rates and Classification Department; Director, Office of Fleet Management, Delivery Services Department; Director, Office of Commercial Marketing, Customer Services Department; and Associate General Counsel, Office of Rate and Classification Law, Law Department.

154.3 Requirements for Approval of Plant Load Applications

.31 Intra-Service Area

.311 General. An application for an intra-service-area plant load will be approved if transportation equipment is available (154.312) and cost savings to the Postal Service are demonstrated under *either* Alternative 1 (154.313a) *or* Alternative 2 (154.313b).

.312 Equipment Availability. Transportation equipment must be available to transport the mail to the BMC, ASF, MSC, or SCF, in the service area of the mailer's plant. If equipment is not available, sufficient additional transportation equipment must be obtained, if possible. The application will not be granted until additional transportation equipment is obtained.

.313 Cost Savings. The plant load must result in cost savings to the Postal Service. A cost savings can be demonstrated *either* under Alternative 1 (154.313a) *or* Alternative 2 (154.313b) below.

a. Alternative 1: Minimum Volume and Maximum Mileage. The current and future volume of mail to be plant loaded must be at least 50 percent of a vehicle by weight or cube, and the mileage from the mailer's plant to the destination postal facility must be 150 miles or less. For mail verified and accepted at a mailer's plant, the Postal Service may allow mailings verified at the plants of two or more mailers located in the same service area to be combined to meet the minimum volume requirement. For mail verified and accepted at the bulk mail acceptance unit of the origin BMC,

ASF, MSC, or SCF, the minimum volume requirement must be met by the mailings of only one mailer. (See 154.423 for requirements for verification at postal facility.)

b. Alternative 2: Detailed Cost Savings Analysis. If the mailer does not meet the criteria in Alternative 1 (154.313a), cost savings to the Postal Service must be demonstrated using the detailed annalysis on Form 3815.

.32 Intra-Service Area

.321 General. An application for an interservice-area plant load will be approved if transportation equipment is available (154.322) and cost savings to the Postal Service are demonstrated under *either* Alternative 1 (154.323a) *or* Alternative 2 (154.323b) *or* Alternative 3 (154.323c).

.322 Equipment Availability. Transportation equipment must be available to transport the mail to the BMC, ASF, MSC, or SCF outside the postal facility's service area in which the mailer's plant is located. If equipment is not available, sufficient additional transportation equipment must be obtained, if possible. The application will not be granted until additional transportation equipment is obtained.

.323 Cost Savings. The plant load must result in cost savings to the Postal Service. A cost savings can be demonstrated under *either* Alternative 1 (154.323a) *or* Alternative 2 (154.323b) *or* Alternative 3 (154.323c) below.

a. Alternative 1: Minimum Volume and Maximum Mileage.

(1) Minimum Volume. The current and future volume of mail to be plant loaded must be at least 60 percent of a vehicle by weight or cube. Mailings of two or more mailers located in the same service area may be combined to make up the minimum volume.

(2) Maximum Mileage for Highway.

(a) If the plant-load transportation is via highway and bypasses the origin SCF and at least one BMC, ASF, or ADC, the mileage from the mailer's plant to the destination postal facility must be 275 miles or less.

(b) If the plant-load transportation is by highway and bypasses only the origin SCF, the mileage from the mailer's plant to the destination postal facility must be 150 miles or less.

(c) There is no mileage criterion for plant-load transportation by railroad or water.

b. Alternative 2: Detailed Cost Savings Analysis. If the mailer does not meet the applicable criteria in Alternative 1 (154.323a), cost savings to the Postal Service must be demonstrated by using the detailed analysis on Form 3815.

c. Alternative 3: Mail Processing Capacity. Even if the mailer does not satisfy either Alternative 1 (154.323a) or Alternative 2 (154.323b), the cost savings criteria may be deemed to be satisfied if the local origin postal facility is operating at or near its mail processing capacity for the type of mail plant-loaded. The Regional Plant Load Committee shall determine whether a facility is at or near its mail processing capacity and whether to authorize plant load in such cases. If the Regional Plant Load Committee subsequently determines that the local origin postal facility is operating below its mail processing capacity for the class or type of mail plant-loaded, the Regional Committee must reevaluate the plant-load authorization.

154.4 Verification and Collection of Postage

.41 General. All plant-loaded mail must be verified and postage and fees collected in accordance with the DOMESTIC MAIL MANUAL (DMM), *Bulk Mail Acceptance Handbook,* DM–102, and *Penalty Mail Handbook,* DM–103, except as provided below.

.42 Verification of Intra-Service-Area Plant Loads

.421 General. Intra-service-area plant-loaded mail must be verified at the mailer's plant, at the origin MSC or SCF if authorized by the MSC manager, or at the origin BMC or ASF, if authorized by the ASF or BMC manager.

.422 Verification at the Mailer's Plant. Intra-service-area plant-loaded mail must be verified at the plant by a clerk qualified to perform verification procedures unless authorized to verify mail at the origin BMC, ASF, MSC or SCF has been granted under 154.423 and .424.

.423 Verification at Postal Facility. Authorization to verify mail at the origin BMC, ASF, MSC, or SCF may be granted only if all of the following conditions are met:

a. There is no Detached Mail Unit (DMU) at the mailer's plant.

b. The mailer is located within the service area of the BMC, ASF, MSC or SCF where verification will take place.

c. Each vehicle contains the mail of only one mailer.

d. Each vehicle contains no more than five mailings and each mailing is physically separated.

e. If a Form 3541, 3541A, 3602, 3602PC, 3602G, or 3605, *Mailing Statement,* is required to be completed, the original mailing statement must accompany each vehicle if there is only one mailing on the vehicle, or each mailing in the vehicle. Where a single mailing is contained in more than one vehicle, a separate original mailing statement must accompany each vehicle for each mailing segment.

f. If an alternative method of paying postage using permit imprint (i.e. itemized postage) is utilized, an original Form 3605, *Mailing Statement,* and a manifest must accompany each vehicle if there is only one mailing on the vehicle, or each mailing in the vehicle. Where a single mailing is

contained in more than one vehicle, a separate original mailing statement and manifest must accompany each vehicle for each mailing segment.

g. The mailer must maintain a plant load control log containing a copy of each mailing statement, numbered sequentially, the number of each vehicle used to transport the plant-loaded mail, and the name of the BMC, ASF, MSC, or SCF where verification will take place.

h. The mail can be physically verified at the BMC, ASF, MSC, or SCF, *i.e.*, the mailing is not shrink-wrapped or otherwise prepared so that an in-depth verification could not be performed.

.424 Requirements for Verification at Postal Facility. If mail is to be verified at the origin BMC, ASF, MSC, or SCF:

a. Before the vehicle leaves the mailer's plant, the mailer must place on the inside wall near the right rear door of the trailer a distinctive placard provided by the Postal Service which indicates that verification is required. The TMO or Logistics Officer must notify the driver not to pick up the vehicle unless this placard is in the vehicle. The mailer may place a second placard on the outside of the trailer door.

b. The TMO must report the certified empty weight of the vehicle to the BMC, ASF, MSC, or SCF verification unit prior to the vehicle's arrival at the verification unit.

.425 Corrective Action. If intra-service-area plant-loaded mail is verified at the BMC, ASF, MSC, or SCF verification unit and the verification shows an error rate of 10 percent or more, the mailer has the following two options:

a. The mailer pays the single-piece rate on that portion of the mailing estimated to be improperly prepared.

b. Within 24 hours, the mailer either transports the mailing or arranges for the Postal Service to transport the mailing to the mailer's plant, at the mailer's expense, for reworking the mailing to comply with the applicable make-up requirements for its class. If the mailer does not transport the mail or request transportation for it within 24 hours, the mailer will reimburse the Postal Service for detention in accordance with 154.6.

.43 Verification of Inter-Service-Area Plant Loads. Inter-service-area plant-loaded mail must be verified at the plant by a clerk qualified to perform verification procedures.

.44 Payment of Postage and Fees. Payment of postage and fees for plant-loaded mail must be made to the origin post office prior to the vehicle being transported from the mailer's plant, except as provided in DMM 137.

154.5 Preparation Requirements for Plant-Loaded Vehicles

.51 Intra-Service-Area Plant Loads. Intra-service-area plant-loaded vehicles must fill 50 percent or more of a vehicle by weight or cube addressed to that service area.

.52 Inter-Service-Area Plant Loads

.521 Vehicles Containing Five or Fewer Mailings. Inter-service-area plant-loaded vehicles containing five or fewer mailings must be prepared in accordance with the following preparation requirements for the appropriate class or type of mail.

a. First-Class Mail.

(1) 3-Digit ZIP Code Destination. When mail filling 60 percent or more of a vehicle by weight or by cube is addressed to the same 3-digit ZIP Code, the mailer must prepare a direct vehicle for that 3-digit ZIP Code.

(2) SCF Destination. When, after making up all possible 3-digit vehicles, there is mail filling 60 percent or more of a vehicle by weight or by cube addressed to the same SCF service area, the mailer must prepare a direct vehicle for that SCF.

(3) ADC Destination. When, after making up all possible 3-digit and SCF vehicles, there is mail filling 60 percent or more of a vehicle by weight or by cube addressed to the same area distribution center (ADC) service area, the mailer must prepare a direct vehicle for that ADC.

b. Second-Class Mail.

(1) 3-Digit ZIP Code Destination. When mail filling 60 percent or more of a vehicle by weight or by cube is addressed to the same 3-digit ZIP Code, the mailer must prepare a direct vehicle for that 3-digit ZIP Code.

(2) SCF Destination. When, after making up all possible 3-digit vehicles, there is mail filling 60 percent or more of a vehicle by weight or by cube addressed to the same SCF service area, the mailer must prepare a direct vehicle for that SCF.

(3) SDC Destination. When, after making up all possible 3-digit and SCF vehicles, there is mail filling 60 percent or more of a vehicle by weight or by cube addressed to the same state distribution center (SDC) service area, the mailer must prepare a direct vehicle for that SDC.

(4) Transfer Hubs. When, after making up all possible 3-digit, SCF, and SDC vehicles, there is mail filling 60 percent or more of a vehicle by weight or by cube addressed to the service area of the same transfer hub the mailer must prepare a direct vehicle for that transfer hub.

c. Third-Class and Non-Machinable Fourth-Class Mail.

(1) 3-Digit ZIP Code Destination. When mail filling 60 percent or more of a vehicle by weight or by cube is addressed to the same 3-digit ZIP Code, the mailer must prepare a direct vehicle for that 3-digit ZIP Code.

(2) SCF Destination. When, after making 11 possible 3-digit vehicles, there is mail filling 60 percent or more of a vehicle by weight or by cube addressed to the same SCF service area, the mailer must prepare a direct vehicle for that SCF.

(3) BMC or ASF Destination. When, after making up all possible 3-digit and SCF vehicles, there is mail filling 60 percent or more of a vehicle by

weight or by cube addressed to the same BMC or ASF service area, the mailer must prepare a direct vehicle for that BMC or ASF.

d. Machinable Fourth-Class Mail (Except Bound Printed Matter).

(1) 5-Digit ZIP Code Destination. When mail filling 60 percent or more of a vehicle by weight or by cube is addressed to the same 5-digit ZIP Code, the mailer must prepare a direct vehicle for that 5-digit ZIP Code.

(2) BMC or ASF Destination. When, after making up all possible 5-digit vehicles, there is mail filling 60 percent or more of a vehicle by weight or by cube addressed to the same BMC or ASF service area, the mailer must prepare a direct vehicle for that BMC or ASF.

e. Machinable Bound Printed Matter.

(1) SFC Destination. When mail filling 60 percent or more of a vehicle by weight or cube is addressed to the same SCF service area, the mailer must prepare a direct vehicle for that SCF service area.

(2) BMC or ASF Destination. When, after making up all possible SCF vehicles there is mail filling 60 percent or more of a vehicle by weight or by cube addressed to the same BMC or ASF service area, the mailer must prepare a direct vehicle for that BMC or AFS.

f. Remaining Mail. All mail remaining after all of the above preparation requirements for the appropriate class of mail have been met will be transported by the Postal Service, using appropriate transportation, to the postal facility selected by the TMO.

.522 Vehicles Containing Six or More Mailings. Inter-service-area plant-loaded vehicles containing six or more mailings must be prepared in accordance with the following preparation requirements for the appropriate class or type of mail.

a. First-Class Mail. When there is mail filling 60 percent or more of a vehicle by weight or by cube addressed to the same ADC service area, the mailer must prepare a direct vehicle for that ADC.

b. Second-Class Mail. When there is mail filling 60 percent or more of a vehicle by weight or by cube addressed to the service area of the same transfer hub, the mailer must prepare a direct vehicle for that transfer hub.

c. Third- and Fourth-Class Mail. When there is mail filling 60 percent or more of a vehicle by weight or by cube addressed to the same BMC or ASF service area, the mailer must prepare a direct vehicle for that BMC or ASF.

d. Remaining Mail. All mail remaining after all of the above preparation requirements for the appropriate class or type of mail have been met will be transported by the Postal Service, using appropriate transportation, to the postal facility selected by the TMO.

154.6 Reimbursement for Nonpostal Services

.61 General. The Postal Service will obtain reimbursement from mailers for nonpostal services furnished by the Postal Service in providing plant-load service only as authorized below.

.62 Detention of Trailers

.621 General. The Postal Service will obtain reimbursement in accordance with 154.622–.625 from plant-load mailers for detention of trailers where trailers furnished by the Postal Service to provide plant-load service are detained as a result of some action or inaction of the mailer.

.622 Request to Detain Trailers

a. Plant-load mailers desiring to detain trailers longer than the time necessary to load them must make such a request to the Postal Service at least 24 hours in advance of the requested date and time of the trailer's arrival. The mailer must agree to reimburse the Postal Service for the cost of detaining the trailers. The Postal Service must approve the request to detain trailers before the trailers will be sent to the mailer's plant.

b. If the mailer did not submit a timely request to detain trailers, but nevertheless detains trailers longer than the time necessary to load them, the mailer must reimburse the Postal Service for the cost of detaining the trailers.

.623 Non-Reimbursable Detention Period. Plant-load mailers who submit timely requests to detain trailers may do so for 24 hours without reimbursing the Postal Service for detention. The non-reimbursable period begins at the date and time the trailer arrives at the mailer's plant or, at the date and time at which the mailer requested the trailer to arrive, whichever is later, and ends 24 hours later, excluding Saturdays, Sundays, and holidays. For example, if a trailer arrives at 5:00 p.m. Friday, the non-reimbursable period ends 5:00 p.m. Monday, or 5:00 p.m. Tuesday if Monday is a holiday.

.624 Determination of Reimbursable Detention Period

a. If the plant-load mailer has submitted timely requests to detain trailers, the reimbursable detention period begins at the expiration of the non-reimbursable detention period.

b. If the mailer did not submit timely requests to detain trailers, the reimbursable detention period begins at the date and time the trailer arrives at the plant, or at the date and time at which the mailer requested the trailer to arrive, whichever is later.

c. The reimbursable period ends when the trailer is ready for dispatch and the mailer so notifies the Postal Service.

.625 Calculation of Reimbursement. Reimbursement will be made for each 24 hours, or fraction thereof, of the reimbursable detention period

that a trailer is detained. After the non-reimbursable detention period ends, Saturdays, Sundays, and holidays will be included in the calculation of detention reimbursement.

a. Highway Transportation Trailers. Reimbursement for each highway transportation trailer will be equal to the average daily cost to the Postal Service of leasing a trailer in the origin TMO service area during the preceding postal quarter.

b. Rail Transportation Trailers. Reimbursement for each rail transportation trailer will be equal to the demurrage or detention charge payable by the Postal Service under the rail transportation contract under which the trailer is furnished to the Postal Service by the railroad.

.63 Bobtailing, Deadheading, Waiting/Holding Charges. The Postal Service will obtain reimbursement from plant-load mailers for bobtailing, deadheading, or waiting/holding, where such charges are incurred in order to provide plant-load service as a result of some action or inaction by the mailer. Reimbursement will be equal to the charge for such service payable by the Postal Service under the transportation contract.

.64 Non-Reimbursable Charges

.641 Detention. The Postal Service will not obtain reimbursement from plant-load mailers for detention of trailers which results from some action or inaction of the Postal Service.

.642 Other Operations. The Postal Service will not obtain reimbursement from plant-load mailers where bobtailing, deadheading or waiting/holding charges are incurred as a result of some action or inaction of the Postal Service.

.643 User's Charges. The Postal Service will not obtain reimbursement from plant-load mailers for user's charges paid by the Postal Service to a railroad contractor for the movement of railroad trailers beyond the commercial zone of the railroad terminus.

154.7 Transportation

.71 Selection of Mode of Transportation. The TMO will select the least costly mode of transportation that will meet the service objectives for the class of mail plant-loaded. The mode of transportation will *not* be changed at the request of the mailer.

.72 Mailer Transportation. Mailers may not transport their own plant-loaded mail unless there is a highway contract between the Postal Service and the mailer. The awarding of a highway contract to the mailer will not be considered in deciding whether to authorize the plant load.

.73 Holding, Storing, or Delaying Dispatch. The Postal Service will not hold, store, or otherwise delay the dispatch of plant-loaded mail released to the Postal Service, except as provided in the plant-load agreement with the mailer.

.74 Relocation of Trailers. The Postal Service will not relocate trailers at a mailer's plant.

154.8 Service Objectives. The service objectives that apply to the class of mail being transported will apply to the plant-loaded mail. Plant-loaded mail may have deferred service objectives, if provided for in the plant-load agreement.

154.9 Implementation Deadline. All mailers desiring to initiate plant-load operations on or after May 18, 1986, must comply with the requirements contained in this Part. Existing plant-load mailers must comply with the provisions of this Part by May 18, 1986, except for the authorization process in 154.2. Each existing plant-load operation will be reviewed in accordance with 154.2 for its compliance with this Part and a decision made whether such operation should continue to be authorized by June 1, 1987.—*Mail Processing and Rate & Classification Depts., 5–22–86.*

Get into the Swing of Things—Slowly!

Spring training isn't just for professional athletes. Warm up. Stretch out. Exercise muscles that you haven't used all winter.

Don't try to belt one out of the park the first time at bat. Save overhand smashes for later in the tennis match. Don't try to drive the ball 275 yards off the first tee.

Get into the swing of things slowly. It's better for your game and your well-being.

DMM Revision

MAIL CLASSIFICATION AND ALTERNATE DELIVERY SERVICES

Effective immediately, the DOMESTIC MAIL MANUAL (DMM) 131 is revised to reflect that rates and classification centers provide customer assistance on special mail services such as business reply mail and post office box service. DMM 951 and 952 are also revised, effective immediately, to reflect changes in alternate delivery service policies. The specific changes in 951 and 952 are summarized below.

Summary of Changes

DMM 951 is amended to:

1. Cross-reference the five box limit from 951.123 to 952.122b to facilitate administration.
2. Eliminate the requirement in 951.141 and 952.181 for residency for "other persons" to receive mail through an individual's post office box number. The individual boxholder controls whose mail may be delivered to the box number.
3. State in 951.152a that specific arrangements must be made for the accumulation of mail beyond 30 days if an overflow condition is probable. Also, postmasters should not concern themselves with the accumulation of mail beyond 30 days, provided it is not an operational problem.
4. Cross reference the holding period requirements established in 951.155 and 952.193 to 159.332g for mail addressed and deliverable to a box number.
5. Preclude changes of payment period dates, covered in 951.274 and 952.234, to circumvent fee changes.
6. Allow the re-rental of a post office box 11 days after the payment period due date in 951.35.
7. Provide an inventory control list of rented and vacant post office boxes and assigned caller service numbers in 951.62 and 952.237b.
8. State in 951.75 that only persons or organizations' representatives listed on the Form 1093, *Application for Post Office Box or Caller Service,* may file change of address orders.

DMM 952 is amended to:

9. Change the payment period for reserved number fees from the postal fiscal year to the calendar year in 952.14. The adjustment from fiscal year to calendar year will be made by paying an additional $3.75 by December 31 or it may be added to the amount due for the following calendar year. Postmasters will hold existing reserved numbers until December 31 unless the customer releases the number in writing.

The DMM is revised as follows:

130 Mail Classification

131 Classes of Mail and Special Mail Services

131.1 Domestic mail is classified according to size, weight, contents and service. Chapters 2 through 7 describe the various classes of mail and the qualifications, preparation requirements and services provided for each class. Chapter 9 describes the special mail services which are available on certain classes of mail. Mailers should familiarize themselves with the qualifications, requirements and conditions governing the classification of their mail as well as the special mail services available to them.

131.2 Questions regarding the proper classification of mail matter and use of special mail services should be directed to local postal officials. Rates and classification centers (RCCs) have been established to assist local post offices in responding to mail classification questions. However, the burden rests with mailers to ensure that they have complied with all prescribed laws and regulations.

* * * * *

950 Alternative Delivery Services

951 Post Office Box (P.O. Box) Service

* * * * *

.12 Definition

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.123 *Add* after the last sentence, "Customers wishing to rent more than five post office boxes in any one facility must comply with the requirements of 952.122b."

* * * * *

.14 Conditions Of Use

.141 Individuals. An individual boxholder may receive through his box, mail addressed to himself, his family, relatives, or other persons, if the mail is properly addressed to the box number.

* * * * *

.152 Accumulation Of Mail

a. Time Limit. Boxholders must remove mail promptly from their boxes. If mail is to accumulate for more than 30 days and if an overflow condition is probable, specific arrangements must be made in advance with the postmaster. Postmasters should not take remedial action provided the accumulation of mail is not an operational problem beyond 30 days.

* * * * *

.155 Holding Period. The holding period for mail addressed and deliverable to a post office box is specified in 159.332g.

* * * * *

.27 Payment of Box Rent

* * * * *

.274 Change of Payment Period Date. *Add* after the last sentence, "A change of payment period

date may not be used to circumvent a change in box rental fees."

* * * * *

951.3 Refund of Box Rent

* * * * *

.35 A box may be rented to another customer 15 days after it has been closed by a final decision of the Postal Service (see 951.8), 11 days after surrender pursuant to 951.32b, and immediately following its surrender pursuant to 951.32a or 951.32c.

* * * * *

951.6 Record of Boxholders

.61 Files. Keep a record of boxes and boxholders on Form 1091–A, *Post Office Box Fee Register,* filed as follows:

a. A Form 1091–A for each vacant box in numeric sequence.

b. A Form 1091–A for each box rented, by the month the fee is due and in numeric sequence within the month.

.62 Inventory. Prepare and maintain a master list of all post offices boxes installed at each facility. The master list must be compared against all Form 1091–As on file by July 1 of each year. When a Form 1091–A is not on file for a rented box, a new form must be prepared and the appropriate post box fees collected. When a Form 1091–A is not on file for a vacant box, a new form must be prepared and placed in the vacant box file. An equivalent, existing post office box inventory system or box diagram showing all installed boxes may be used instead of a master list.

* * * * *

.75 Changes of Address Orders

* * * * *

.752 Who May File. Changes of address orders may only be filed by the boxholder or authorized representatives of the box holder organization listed on the Form 1093. Forwarding of mail for other persons is the responsibility of the boxholder.

* * * * *

952 Caller Service

* * * * *

.14 Reservation of Caller Numbers

* * * * *

b. Delete "fiscal" in the second to last sentence.

* * * * *

.18 Conditions of Use

.181 *Delete,* "residing in his household, whether permanently or temporarily."

* * * * *

.19 Restrictions on Use

* * * * *

.193 Holding Period. The holding period for mail addressed to a caller service number is specified in 159.332g.

* * * * *

952.2 Fees

.21 The fee for each number reserved by a customer for future use is $15.00 per calendar year or any part of a calendar year.

* * * * *

.23 Payment

* * * * *

.234 Change of Payment Period Date. Add after the last sentence, "A change of payment dates may not be used to circumvent a change in caller service fees."

* * * * *

.237 Record of Callers

a. Keep a record of callers on Form 1091–B, *Register for Caller Service Fees.* File a Form 1091–B for each number or group of numbers assigned to the same caller which falls due in the same month, by month payment is due and in numeric sequence.

b. Prepare and maintain a master list of all assigned caller service numbers, including multiple post office box/caller service users, and reserved caller numbers at each facility. The master list must be compared against all Form 1091–Bs on file by July 1 of each year. When a Form 1091–B is not on file for an assigned number(s), a new form must be prepared and the appropriate fees collected. When a Form 1091–B is not on file for a reserved number, a new form must be prepared and placed in file. An equivalent, existing caller service number inventory system showing all assigned numbers may be used instead of a master list.

These changes will be incorporated into a future revision to the DMM.

—Rates & Classification Dept., 5–22–86.

A motorist should always drive so that his license will expire before he does!

DMM Revision

SUPPLEMENTS TO SECOND-CLASS PUBLICATIONS

Background

Previously, supplements to bound second-class publications had to be permanently bound into and form an integral part of those publications to prevent them from being separated from the publication in the mailstream. Supplements in the form of one or several sheets containing advertising or nonadvertising matter, or a combination of both, will no longer be required to be bound into second-class publications when the publication is totally enclosed in a wrapper or when sleeved.

Summary of Changes

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 425.4, is revised to allow loose supplements to be mailed with copies of bound second-class publications when they are totally enclosed in an envelope, plastic wrapper (polybag), or paper wrapper. Loose supplements may also be mailed with copies of bound second-class publications which are sleeved, provided these loose supplements are inserted within the pages of the publication.

The DMM is revised as follows:

425 What May Be Mailed at the Second-Class Rates

* * * * *

425.4 Supplements

.41 General. Supplements may be in the form of a one or several sheets, containing advertising or nonadvertising matter, or a combination of both. Publishers may include supplements as part of the regular issue of a publication entered as second-class mail subject to the following conditions:

a. The supplement must be germane to the issue, having been omitted in the interest of space, time or convenience.

b. Supplements must be folded and mailed with the regular issues of unbound publications.

c. Supplements must be permanently bound into bound publications which are not totally enclosed in an envelope, plastic wrapper (polybag), or paper wrapper or contained in a sleeve.

d. Loose supplements may be mailed together with bound publications when they are totally enclosed in an envelope, plastic wrapper (polybag), or paper wrapper.

e. Loose supplements may be mailed together with bound publications which are contained in a sleeve provided the supplements are inserted within the pages of the publication.

.42 Identification. To be eligible to be mailed in the same wrapper or sleeve with a bound publication, loose supplements must be identified in one of the following ways:

a. Include the material in the pagination of the publication.

b. List the material in a table of contents, or elsewhere in the bound publication.

c. Show the name of the publication and date of issue in the foot- or date-lines of the material.

d. show the title of the publication preceded by the words "Supplement to" on the material.

* * * * *

450 Preparation of Mailing Pieces

* * * * *

452 Addressing

452.1 General Addressing

* * * * *

g. Addresses, including address strips, may appear on a label carrier (card of paper stock) which must be placed on top of publications which are enclosed in a plastic wrapper (polybag). The label carrier should be positioned in the manner shown in Exhibit 452.6. To avoid problems in mail processing, label carriers which are not the same size as the publication must be prepared in one of the following ways:

(1) Attached to the publication or supplement placed inside the plastic wrapper; OR

(2) The size and placement of the label carrier must prevent shifting inside the plastic wrapper.

These changes will be incorporated into a future revision of the DMM.

—Rates & Classification Dept., 5–22–86.

Orange airmail bags are used for priority mail. Process them regularly. Ship them to the concentration point nearest your installation.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 160

Keep all foreign order notices for use as reference.

Final Orders. The tentative *Lottery Orders* issued against the following have become final:

CANADA

Statesmen Club
P.O. Box 2079
and
Records Division
P.O. Box 2079
Vancouver, B.C.

Lloydmar Enterprises, Ltd.
Box 69552
2411 E. Pender St.
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 5–22–86.*

Treasury Department Checks

Supplemental security income and VA Compensation and Pension checks are to be delivered on **Friday, May 30.** The supplemental security income checks will be released to the Postal Service by the Austin, Birmingham, Chicago, Kansas City, Philadelphia and San Francisco Financial Centers and the VA Compensation and Pension checks will be released by the Austin Financial Center. The envelopes will bear the legend:

> Postmaster: Requested delivery date is the 30th day of the month.

Civil service annuity, public debt interest and railroad retirement checks are to be delivered on **Monday, June 2.** The railroad retirement checks will be released from the Austin, Birmingham, Chicago, Kansas City, Philadelphia and San Francisco Financial Centers. The civil service annuity and public debt interest checks will be released from the Chicago Financial Center. The envelopes will bear the legend:

> Postmaster: Requested delivery date is the 1st day of the month or the first delivery date thereafter.

—*Mail Processing Dept., 5–22–86.*

IMM Revision

International Mail—New Weight Limit for Small Packets to Colombia

Effective immediately, the weight limit for air and surface small packets to **Colombia** is increased from one pound to four pounds.

The applicable surface small packet rates for the new four pound weight are shown below. Air AO rates as shown in the country sheet for Colombia apply to air small packets.

Weight not over	Surface Rate
1 lbs 2 ozs	$2.16
1 4	2.35
1 6	2.54
1 8	2.73
1 10	2.92
1 12	3.11
1 14	3.30
2 0	3.49
2 8	4.19
3 0	4.19
3 8	4.89
4 0 max	4.89

Insert these new surface rates in the rate table titled *Printed Matter, Matter for the Blind and Small Packets* in the country sheet for Colombia in the INTERNATIONAL MAIL MANUAL. This change will be incorporated in a future revision to the IMM.

—*Rates & Classification Dept., 5–22–86.*

Correction

Nonscheduled Hours

Please refer to POSTAL BULLETIN 21565, 5/8/86, page 2. Replace the LWOP Eligibility Chart with the following LWOP Eligibility Chart.

Employee Category	Eligible for LWOP
Full Time	Yes
Part Time Regular	Yes
Part Time Flexible	Yes
Casual	No*
Temporary	No*

*Except—IOD/OWCP (Hours Type 49).

—*Dept. of the Controller, 5–22–86.*

We have mailbags, many,
'tis true: But to get their full
use depends solely on you.

DMM Revision

MARKINGS ON SECOND-CLASS PUBLICATION WRAPPERS

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 453.2 is revised to allow publishers the option of simply printing the words "SECOND-CLASS" in the upper-right corner of any envelope, wrapper or cover used with the publication. This revision does not alter the requirements of DMM 455 concerning the printing of the publication name and the identification statements that must appear in all second-class publications.

Because of the recent changes in the forwarding of second-class mail, far fewer second-class publications now need to be examined by postal employees in order to provide return service. As a result, the Postal Service will no longer require that detailed information about a publication be printed on any cover, wrapper or envelope in which a publication is placed.

The DMM is revised to read as follows:

453.2 Endorsements and Other Markings

a. Wrappers and Covers.

(*1*) Sealed or unsealed envelopes used as wrappers, clear plastic wrap, and sealed covers used to enclose publications must show a notice of entry in the upper-right corner of the address area. When a clear plastic wrap is used, the publication must be placed so that its title will always appear on the addressed side of the mailing piece.

(*2*) At the publisher's option, the name of the publication followed immediately by the publication number furnished by the Office of Classification and Rates Administration, Rates and Classification Department, USPS Headquarters, and the mailing address to which undeliverable copies or change of address notices are to be sent may be shown in the upper-left corner. The publication number includes an alpha prefix and is to be within parentheses; for example, THE NATIONAL WEEKLY (ISSN 9876–543X) or THE COMMUNITY JOURNAL (USPS 123–456). See 455.2a, g, h, and i, and 453.2c for additional instructions. These endorsements may be printed directly on the outside of the publication, provided they can be recognized and read when the wrapper is in place, such as when the publisher uses clear plastic wrappers and opaque sleeves which only partially cover the publication.

(*3*) As an alternative to printing the information in (2), only the words "Second-Class" (to show that second-class postage has been paid) need be printed in the upper-right corner of the address side of the publication, the upper-right corner of the address side of sealed or unsealed envelopes used as wrappers or the upper-right corner of the address side of clear plastic wrap and sealed covers. (The remainder of this section is unchanged).

These changes will be incorporated in a future revision to the DMM.

—Rates & Classification Dept., 5–22–86.

STAMPS AND STAMPED PAPER ANNOUNCED FOR 1986

Issue Date	Subject	City of Issuance
January 3	22¢ Arkansas Statehood commemorative	Little Rock, AR 72231
January 11	25¢ Jack London regular issue (Great Americans Series)	Glen Ellen, CA 95442
January 23	22¢ Stamp Collecting commemorative booklet (joint issue with Sweden) ($1.76—two panes of four designs).	State College, PA 16801
January 30	22¢ Love special issue	New York, NY 10001
February 1	33¢ AMERIPEX '86 postal card	Chicago, IL 60607
February 4	22¢ Sojourner Truth commemorative (Black Heritage Series).	New Paltz, NY 12561
February 27	5¢ Hugo L. Black regular issue (Great Americans Series)	Washington, DC 20066
March 2	22¢ Republic of Texas Sesquicentennial commemorative	San Antonio, TX 78284
March 19	$2.00 William Jennings Bryan regular issue (Great Americans Series).	Salem, IL 62881
March 21	22¢ Fish commemorative booklet ($2.20—two panes of five designs).	Seattle, WA 98109
April 11	22¢ Public Hospitals commemorative	New York, NY 10001
April 18	14¢ Settling of Connecticut postal card	Hartford, CT 06101
April 29	22¢ Duke Ellington commemorative (Performing Arts Series).	New York, NY 10001
May 22	22¢ U.S. Presidents commemoratives (four minature sheets of nine).	Chicago, IL 60607
May 23	14¢ Stamp Collecting postal card	Chicago, IL 60607
May 24	14¢ Francis Vigo postal card	Vincennes, IN 47591
May 28	22¢ Polar Explorers commemoratives (block of four)	North Pole, AK 99705
June 17	8.5¢ Mayflower embossed envelope	Plymouth, MA 02360
June 18	17¢ Belva Ann Lockwood regular issue (Great Americans Series).	Middleport, NY 14105
June 26	14¢ Settling of Rhode Island postal card	Providence, RI 02940
June 30	1¢ Margaret Mitchell regular issue (Great Americans Series)	Atlanta, GA 30304
July 3	14¢ Wisconsin Territory postal card	Mineral Point, WI 53565
July 4	22¢ Statue of Liberty commemorative (joint issue with France).	New York, NY 10001
July 14	4¢ Father Edward J. Flanagan regular issue (Great Americans Series).	Boys Town, NE 68010
September 3	56¢ John Harvard regular issue (Great Americans Series)	Cambridge, MA 02138
September 5	8.5¢ Tow Truck regular issue (Transportation Series coil)	Indianapolis, IN 46206
September 12	5.5¢ Star Route Truck regular issue (Transportation Series coil).	Louisville, KY 40231
September 15	3¢ Dr. Paul Dudley White regular issue (Great Americans Series).	Washington, DC 20066
September 16	$1.00 Bernard Revel regular issue (Great Americans Series)	Washington, DC 20066
September 25	7.1¢ Dog Sled (Transportation Series coil)	Anchorage, AK 99502
September 26	22¢ T. S. Eliot commemorative (Literary Arts Series)	St. Louis, MO 63155
October 1	22¢ Woodcarved Figurines commemoratives (block of four)	Washington, DC 20066
October 24	22¢ Perugino Madonna & Child (traditional Christmas)	Washington, DC 20066
October 24	22¢ Village Scene (contemporary Christmas)	Snow Hill, MD 21863
December 12	14¢ Founding of the National Guard postal card	Boston, MA 02205

NOTE: Lacemaking commemoratives and Bret Harte regular issue which were announced earlier have been postponed.

This list is subject to change and will be updated as necessary in the *Postal Bulletin*. A more detailed listing with complete first day servicing instructions and deadlines for submitting requests may be obtained by sending a stamped, self-addressed envelope to Stamped Paper Announcement, Philatelic Sales Division, Washington, DC 20265–9997. The *Philatelic Catalog*, listing all available stamps and other philatelic items, also is available from the Philatelic Sales Division.

USPS Stamp Poster 86–1986A

PLEASE POST ON BULLETIN BOARD

MAINTENANCE BULLETINS

From December 21, 1985 through March 14, 1986, the following *Maintenance Bulletins* were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Date	Subject
MMO–80–85	12–26–85	Bell and Howell RA–9 Bar Code Sorter Safety Information
MMO–81–85	12–26–85	Bell and Howell RA–9 Bar Code Sorter Picker Idler Assembly Design Changes ECBD 85–E071
MMO–82–85	12–26–85	Bell and Howell RA–9 Bar Code Sorter Read Window Design Change, ECBD 85–E076
MMO–83–85	12–26–85	EZR Disk Drive Configuration Tandon Model 100–2
MMO–84–85	12–27–85	Metric Hardware Data for Maintenance Use Information
MMO–85–85	12–27–85	Repair Parts for Bulk Mail Center Chain Lubricators
MMO–86–85	12–27–85	Maintenance Saftey Checklist Information
MMO–1–86	1–9–86	NMICS Equipment Acronyms and Class Codes Addition of Air Contract Data Collection System (ACDCS)
MMO–2–86	1–10–86	Facility Electrical Service Survey
MMO–3–86	1–31–86	Cancellation Standards
MMO–4–86	2–3–86	Model 89 Portable Conveyor, MWO–8–83, ECBD 85–E069
MMO–5–86	2–7–86	Sorter Chain Retainer Ring Problem
MMO–6–86	2–18–86	Names and Duty Stations of USPS Certified Elevator, Low Pressure Boiler and Unifired Pressure Vessel Inspectors
MMO–7–86	2–7–86	Transport Belts for Mark II Facer Canceler
MMO–8–86	2–12–86	Testing of Electrical Tools
MMO–9–86	2–14–86	Hourly Rates for Maintenance
MMO–10–86	2–28–86	PSDS Parts by Device
MMO–11–86	3–10–86	Establishment of Automated Inventory and Control of Reparable Parts for Class B and C Maintenance Offices
MMO–12–86	3–11–86	Form 4942–A, AMO Work Performed at Satellite Offices

MODIFICATION WORK ORDERS

Number	Date	Subject
MWO–43–85	12–9–85	ZDL–1 Modification to the ZMT/Microkey, ECBD 86–E057
MWO–44–85	12–27–85	Tow-Convevor Shaft Encoder Sensor, ECBD 85–E183
MWO–45–85	12–27–85	Modification to Bell & Howell RA–9 Bar Code Sorter Sort Bin Key Chain Reel Assembly, ECBD #84–E168
MWO–46–85	12–31–85	Safety Warning Labels for MPFSM, ECBD, 84–E082
MWO–1–86	1–17–86	Pitney Bowes OCR/CS Feeder Vernier Adjustment, ECBD 84–E137
MWO–2–86	2–4–86	MPLSM Elevator End Fluorescent Light Modification, ECBD 82–20
MWO–3–86	3–7–86	Safety Warning Labels for the Bell and Howell Model RA–9 Bar Code Sorter, ECBD 86–E076
MWO–4–86	3–11–86	BMC Container Loader Load Sensor Removal, ECBD 86–E017

SOFTWARE MODIFICATION ORDERS

Number	Date	Subject
SMO–1–86	1/6/86	Burroughs OCR/CS—ECBD 85–S127; Directory Update Utility 85.2
SMO–2–86	3/11/86	Automated Dispatch System Registered Mail (ADSRM) Update to Revision 3 Firmware, ECBD 85–S248

—Engineering & Technical Support Dept., 5–22–86.

SAFETY IS NO ACCIDENT

The Postal Service mails some information directly to its employees and must keep its address files current. When your address changes, please send an up-to-date Form 1216, *Employee's Current Mailing Address*, to your personnel office so that you will receive all mailings.

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21556 article.

459,203,201 to 3,300
459,219,301 to 9,900
459,831,901 to 2,500
460,008,060 to 8,075
461,137,601 to 7,900
461,170,981 to 1,000
461,304,906 to 5,100
461,393,102 to 3,400
461,757,001 to 7,500
461,882,656 to 3,200
462,378,501 to 8,600
463,196,321 to 6,340
463,221,045 to 1,200
463,312,700 to 2,800
463,792,231 to 2,300
465,721,001 to 1,200
466,469,490 to 9,500
467,078,146 to 8,400
467,224,173 to 4,200
467,229,732 to 9,800
467,245,501 to 6,000
467,246,033 to 6,100
468,399,981 thru 468,400,000
469,281,701 to 1,800
469,899,682 to 9,720
470,922,901 to 3,300
472,349,101 to 9,600
472,395,284 to 5,400
474,094,501 to 4,800
474,155,876 to 5,900
475,972,101 to 2,160
475,977,186 to 7,240
476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
488,553,870 to 4,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
509,073,646 to 5,100
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
515,697,926 to 7,929
515,790,190 to 0,230
515,892,011 to 020
516,649,101 to 9,200
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
521,995,972 to 996,008
523,727,009 to 100
526,389,501 to 9,600

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Polar Explorers Commemorative Stamps

A block of four 22-cent stamps which commemorate five intrepid Polar explorers will be issued May 28 in North Pole, Alaska, the Postal Service has announced. The stamps will be available nationwide on the following day.

The stamps will honor Elisha Kent Kane, Adolphus W. Greely, Robert E. Peary and Matthew Henson, and Vilhjalmur Stefansson.

Kane threw open the door to the North Pole by sailing his tiny ship *Advance* northward perhaps to a sighting of the Polar Sea itself; Greely's party endured devastating hardship to reach a point that was the closest any explorer had come to the North Pole, a record unsurpassed for 21 years; Robert E. Peary and his resourceful assistant Matthew Henson undertook perilous expeditions which ended in a triumph at the North Pole; and Vilhjalmur Stefansson explored the Beaufort Sea, the last great unknown Arctic area.

The designer of the stamps was Dennis Lyall of Norwalk, Connecticut. Lyall also has designed commemoratives which honored Joseph Priestley (issued in 1982), American Inventors (block of four, 1984) and Horace Moses (1985), and regular stamps in the Great Americans Series which depicted Thomas Gallaudet (20 cents, 1983) and Walter Lippmann (six cents, 1985).

Complete Polar Explorers design details will be announced at a later date.

Procedures for ordering first day cancellations are as follows:

Customer-Provided Stationery: Customers are urged to purchase the stamps at local post offices. All covers must be addressed on the right side at least ⅝ of an inch up from the bottom. Mail covers by June 27 to: Customer-Affixed Envelopes, Postmaster, North Pole, AK 99705-9991. No remittance is required.

Postal Service Provided Stationery: The Postal Service will affix blocks of four as well as single stamps when requested to do so, but will not fulfill requests for specific single stamps. Mail orders by June 27 to Polar Explorers Stamps, Postmaster, North Pole, AK 99705-9992. Customers are encouraged to provide a peelable return address label for each envelope. The cost is 22 cents for each single stamp or 88 cents for each block of four stamps requested. Personal checks will be accepted for orders up to the limit of 50 envelopes. Do not send cash.

After local stocks of the items are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 86-14
Remove after June 27

PLEASE POST ON BULLETIN BOARD

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Settling of Rhode Island Postal Card

The 350th anniversary of the settling of Rhode Island will be commemorated on a 14-cent domestic rate postal card to be issued June 26 in Providence, Rhode Island, the Postal Service has announced.

Rhode Island was founded in 1636 as perhaps the ultimate bastion of religious freedom of the period by Roger Williams, a Puritan intellectual whose passionate commitment to separatism from the Church of England and from secular authority led to his banishment from the Massachusetts Bay Colony.

The Rhode Island postal card design is from a painting by David Blossom, who has designed 13 other postal cards. It features Roger Williams in the left foreground, after having come ashore in a canoe at what is now Providence. A fellow settler stands behind Williams, while two other men pull a canoe onto land in the background at right. "USA 14" is in one line of black type at the upper right, while "Settling of Rhode Island, 1636" is in one line of black type on a white background beneath the main design.

Procedures for ordering first day cancellations are as follows:

Customer-Provided Stationery: Customers are urged to purchase postal cards at local post offices. All postal cards must be addressed on the right side at least 5/8 of an inch up from the bottom. Mail postal cards by July 26 to: Customer-Provided Postal Cards, Postmaster, Providence, RI 02940–9991. No remittance is required.

Postal Service Provided Stationery: The Postal Service will supply postal cards when requested to do so. Mail orders by July 26 to Rhode Island Postal Card, Postmaster, Providence, RI 02940–9992. Customers are encouraged to provide a peelable return address label for each postal card ordered, to eliminate the requirement for postal personnel to apply return addresses. The cost is 14 cents for each postal card requested. Personal checks will be accepted for orders up to the limit of 50 postal cards. Do not send cash.

After local stocks of the item are depleted, it will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–15
Remove after July 26

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Belva Ann Lockwood Regular Stamp

A 17-cent regular stamp depicting pioneer women's rights activist and attorney Belva Ann Lockwood, first woman candidate for President and first woman admitted to practice before the Supreme Court, will be issued on June 18 in Middleport, New York.

The stamp, which will be available at post offices nationwide on June 19, will replace the 17-cent Rachel Carson stamp and will be the 30th stamp in the Great American Series.

The Lockwood stamp was designed by Chris Calle of Stamford, Connecticut. He previously designed stamps for the Great American Series which depicted Harry Truman, Chester Nimitz, John J. Audubon and Hugo Black.

Belva Ann Lockwood literally was 100 years ahead of her time in overcoming enormous personal and social obstacles to obtain an education, teach school, practice law and run for President on a platform that included many political concerns still valid today.

Called sprightly, aggressive and energetic, she used her education, superior talents and fighting spirit to topple a variety of barriers. As an attorney, she forced passage of such laws as one requiring equal pay for women employees of the federal government; handled more than 7,000 pension cases; and won a $5 million settlement for Cherokee Indians vs. the government.

"I am very simpleminded," she once said. "When I wish to do a thing I only know one way, to keep at it until I get it."

Procedures for ordering first day cancellations are as follows:

Customer Provided Stationery: Customers are encouraged to buy stamps and affix them to their own envelopes. All envelopes must be addressed on the right side at least ⅝ of an inch up from the bottom, and peelable return address labels are recommended. Customers are reminded that at least five cents additional postage must be affixed to meet the minimum First-Class rate for each letter. Uncanceled stamps issued prior to June 18 may be used for this purpose, but envelopes to which stamps are issued after June 18 are affixed will be returned unserviced. Mail covers by July 18 to: Customer-Affixed Envelopes, Belva Ann Lockwood Stamp, Postmaster, Middleport, NY 14105–9991. No remittance is required.

Postal Service Provided Stationery: The Postal Service will affix stamps when requested to do so, and will use one Belva Ann Lockwood stamp and one 5-cent Motorcycle coil stamp to meet the minimum First-Class rate. The cost is 22 cents for each envelope submitted. Mail orders by July 18 to: Belva Ann Lockwood Stamp, Postmaster, Middleport, NY 14105–9992. Personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash.

A *Philatelic Catalog,* listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–16
Remove after July 18

PLEASE POST ON BULLETIN BOARD

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21566** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010004	101378	274111	335030	500010	713036	770640	901233	935020
010012	101397	275049	335037	511625	731220	770641	901234	937070
010300	101433	282193	335058	520023	731241	770644	901322	937104
011010	101485	283093	335166	520025	741273	770658	901391	945251
014310	101516	283096	335176	532223	741412	770717	901412	945304
016230	101660	283111	335189	537024	741421	770718	901455	951143
016260	101727	283124	335208	537057	750090	770783	902082	951187
018114	101786	292146	335246	551123	752194	770831	902436	951189
018129	101802	294061	335566	551133	760246	770870	902437	954076
019030	103009	294131	336042	551186	760259	770882	902451	958131
019037	104021	294143	336043	554221	760261	770956	902452	958139
021016	104034	303374	336049	600372	760265	773050	907238	958143
021064	109002	303408	336077	600608	760269	781007	907252	958154
021147	109017	303508	336225	600688	760280	782199	910210	960016
021188	112001	303511	336616	600689	760281	782208	913300	968195
021321	112004	303531	336624	601012	761111	782240	913374	968203
021360	112129	303537	336628	601406	761286	782251	913392	968224
021401	112143	303539	336630	601514	762006	784125	917236	981134
021449	112197	303565	337037	602006	770037	791064	917480	981293
021491	113084	303578	337038	605503	770043	800053	917525	981353
021500	114071	303624	337080	607263	770072	800069	917551	981401
021501	115831	303634	337514	607488	770120	801009	917599	981478
025005	115847	303637	339301	607627	770149	801012	921321	981481
027033	115851	314118	374077	612021	770163	802275	921344	981510
031012	117138	319005	392120	616035	770190	802276	921416	981511
031014	117163	322368	393042	616036	770191	802436	924071	981525
038080	117204	323045	402003	616037	770199	802442	924077	981535
066045	117225	323047	402143	616038	770219	802450	924103	981559
066054	117259	324390	420006	616039	770268	802465	924107	981571
069219	117298	325106	430008	616040	770270	802468	924111	981573
069220	122104	327056	431004	620005	770298	802471	926462	981611
069241	122111	328104	432155	626029	770343	809033	926638	985020
069250	122115	328154	432174	631185	770351	837053	926722	989019
069251	142146	331328	432186	631291	770368	837060	926731	989039
071463	146215	331508	439201	631300	770400	841003	926738	995194
075094	181020	331555	441159	631329	770401	841024	926742	995230
075097	191413	331623	441429	641073	770402	850009	926775	997087
078003	191506	331700	452267	641272	770419	850095	926777	997088
079024	198036	331703	452303	641523	770429	850329	926825	997089
079070	200381	333252	452333	672143	770466	850360	926845	997090
079378	200392	333349	454094	678003	770535	856016	927022	997110
080112	200426	333367	462208	701437	770574	882071	927311	
080115	208065	333708	468053	701463	770589	891104	931008	
080127	223053	333726	468063	705002	770601	891223	931817	
080137	232015	333740	477013	705116	770612	901037	931818	
085006	235110	334001	478008	705166	770621	901060	931830	
101162	253057	334049	489029	706078	770632	901080	931879	
101275	272014	335022	489200	711218	770636	901118	931889	

—Marketing Dept., 5–22–86.

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

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FIRST-CLASS

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Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

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21568

UNITED STATES POSTAL SERVICE

postal bulletin

Published Since March 4, 1880

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PB 21568—May 29, 1986—40 Pages

JUN 11 1986

U. S. GOVT. PUBS.
DEPOSITORY ITEM

Collection Box Appearance

Many Postal Service collection boxes are showing the effects of the adverse weather conditions of the winter months. This is compounded by normal wear and tear. Some of the deficiencies include:

1. Some boxes are rusty and in need of painting.
2. Collection schedules are missing or illegible.
3. Decals are cracking or peeling.
4. Some boxes are not properly anchored.

These deficiencies generate customer complaints, and present a negative image for the Postal Service.

Postmasters must ensure that the appearance of collection boxes conforms to Postal Service requirements and standards. See Handbook MS-22, *Street Letter Box Maintenance.* Once all collection boxes are restored to their proper condition, they will be easier to maintain throughout the year. Each postmaster must designate a delivery manager to coordinate these efforts as an ongoing program. Special attention must be given to the condition of collection boxes at the change of each season.

Delivery managers must instruct all carriers to submit written reports, as needed, of collection boxes requiring attention. When they receive such reports, managers must take the necessary steps to ensure immediate corrective action.

Delivery managers must not rely solely upon carriers and customers to report collection box deficiencies. Managers engaged in street management must observe the conditions of collection boxes, record any deficiencies, and take prompt action upon return to the office.

—Delivery Services Dept., 5–29–86.

DMM Rescission

Supplements to Second-Class Publications

Please refer to POSTAL BULLETIN 21567, 5/22/86, article entitled same as above. The revisions in that article to DOMESTIC MAIL MANUAL 425 and 452 are rescinded until further notice.

—Rates & Classification Dept., 5–29–86.

Finland—Resumption of Service

The embargo of all classes of mail to Finland has been lifted. All offices should accept all classes of mail destined to Finland.

—Mail Processing Dept., 5–29–86.

Catalog Covers

Many third-class catalogs with short covers do not meet the requirements of DOMESTIC MAIL MANUAL (DMM) 665. Short covers may cause problems when catalogs are handled in the mails. It is imperative that mailers comply with DMM 665 which reads as follows:

> Catalogs and books with covers such as outserts, short covers, or similar bound sheets which do not fully cover (within ¾ of an inch of each edge) the main body of the catalog or book, front and back, must be enclosed in a mailing wrapper such as a full sleeve or envelope.

Postmasters must ensure that their customers comply with the above regulation.

—Rates & Classification Dept., 5–29–86.

DMM Correction

Mail Classification and Alternate Delivery Services

Under 951.6, Record of Boxholders (POSTAL BULLETIN 21567, 5/22/86, page 10) the paragraph titled *Who May File* should be codified as *951.753.* Please revise the DOMESTIC MAIL MANUAL (DMM) codification accordingly.

—Rates & Classification Dept., 5–29–86.

BUY U.S. SAVINGS BONDS

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P 1.3:

FORMS UPDATE

Forms Update is a monthly article listing changes in forms used by the Postal Service nationwide. This list reflects only the forms that are available from the Supply Centers. It does not include experimental forms; forms designed for limited or local use; or forms not stocked in the Supply Centers. Forms that are not stocked are distributed directly to the offices required to use them.

Forms are categorized as new or revised, and are listed in order by number within each category. In the revised category, the third column indicates the date of the oldest issue that may still be used. When only the current issue may be used, the revised issue date will be listed. A list of forms that are now obsolete are noted also.

New Forms

Form number and date	Title
1360, 2/86	*ADP Security Incident Report.*
3631G, 1/86	*Adding or Deleting a Setting Location for Penalty Mail Postal Meters.*
3632G, 1/86	*Miscellaneous Transactions for Penalty Mail Postage Meters.*
3633G, 1/86	*Daily Activity Recap for Official Mail.*
3634G, 1/86	*Replacement or Cancellation of Penalty Mail Postage Meters.*
3635G, 1/86	*Postage and Fee Adjustment for Official Mail.*
3637G, 1/86	*Batch Header For Official Mail Activity.*
4015A, 2/86	*Agreement to Use Annual Leave Pursuant to Election of Higher Route Classification.*
4015B, 2/86	*Rural Carrier Agreement to Terminate Guarantee.*
4015D, 2/86	*Rural Carrier Agreement to Terminate Agreement.*
4015F, 2/86	*Rural Carrier Agreement to Use Annual Leave.*
7428, 10/85	*Option to Purchase Land.*

Revised Forms

Form number and date	Title	Oldest usable date
518, 1/86	*Inspection Service Diary*	4/85
567A, 1/86	*Arrest and Prosecutive Action Report.*	1/86
1230A, 12/85	*Time Card—Week One*	2/85
1230B, 12/85	*Time Card—Week Two*	2/85
1230C, 12/85	*Time Card—Other Services*	2/85
1311, 12/85	*Carrier Transportations Agreement.*	12/82
1564, 3/86	*Address Change Sheet*	3/85
1621, 12/85	*Delivery Management Report*	12/85
1784A, 2/86	*Safety & Health Inspector Checklist for Facilities over 10,000 square feet.*	2/86
1784B, 2/86	*Safety & Health Inspection Checklist.*	2/86
1784C, 2/86	*Safety & Health Deficiency Report.*	2/86

Revised Forms—Continued

Form number and date	Title	Oldest usable date
2066, 2/86	*Updated Personnel Security Questionnaire.*	2/86
2456, 4/86	*Narrative of Work Accomplishments.*	4/86
2861, 1/86	*Express Mail International Service Inquiry—Reclamation.*	1/86
2970, 2/86	*Letter Bill (C12)*	9/85
2976A, 3/86	*Customs Declaration*	12/79
3546, 12/85	*Forwarding Order Change Notice.*	2/85
3616, 2/86	*Report of Quarterly Verification of Metered Mail.*	8/83
3760, 2/86	*Wrapper Found Without Contents.*	7/83
4207, 1/86	*Claim for Tenant Business Relocation.*	1/86
4772, 11/85	*Equipment Iventory History Record.*	2/77
4783, 2/86	*Maintenance Control Supply Room Inventory Record.*	11/80
5305, 2/86	*Security Supervisor Daily Report*	2/86
7410, 3/86	*Advertisement for Space*	3/86
7410A, 1/86	*Advertisement for Sites*	1/86
7410B, 1/86	*Advertisement for Bids to Construct & Lease.*	1/86
7417A, 10/85	*General Conditions to Short Form Lease.*	10/85
7449, 10/85	*Lease*	10/85
7458, 3/86	*Air Taxi Service Action*	3/73
7486, 1/86	*Business and Farm Relocation Analysis.*	1/86
7487, 1/86	*Residential Relocation Analysis*	1/86
7488, 3/86	*Relocation Needs & Availability Analysis.*	3/86
7500B, 12/85	*Facilities Management System Data Input.*	12/85

Obsolete Forms

Form number and date	Title	Obsolete date
242, 7/76	*Class, Special Service and Accounts Analysis Worktable.*	3/86
218A, 2/71	*Revenue/Cost Analysis Continuation Sheet for Form 218.*	3/86
218, 7/76	*Expenditure Accounts*	3/86
193X, 4/75	*Project Authorization Control System Change Record.*	4/86
408, 6/76	*Daily Work Record*	3/86
4735, 1/74	*Printing Copy for Envelopes*	3/86
626, 5/74	*Fraud Case Worksheet*	4/86
2934, 6/71	*Foreign Mail Bill fc Inland Dispatch.*	4/86
2165, 5/71	*Hearing Denial*	4/86
3367, 12/78	*Fixed Credit Receipt* (Replaced by Form 3369).	4/86

—Office of Information Management, 5–29–86.

ELM Revision

COLLECTION OF POSTAL DEBTS THROUGH SALARY OFFSETS

Section 5 of the Debt Collection Act, 5 U.S.C. § 5514(a) (1982), authorizes the Postal Service to collect postal debts owed by its employees through involuntary salary offsets of up to 15 percent of disposable pay after the observation of certain procedural requirements; this percentage limitation is to be followed in place of any other ceiling in applicable collective bargaining agreements or postal regulations. Where a particular debt has been reduced to a Federal court judgment, a separate authorization (contained in Section 124 of Public Law 97-276) provides for the deduction of up to 25 percent of an individual's current pay. To provide for procedures governing these offsets, as well as the special treatment of multiple debts owed by one employee, the Postal Service has added new subchapters 450 and 460 to the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM).

The ELM is revised as follows:

450 Recovery of Postal Debts From Nonbargaining Unit Employees

451 General

451.1 Scope. These regulations apply to the collection of any debt owed the Postal Service by a current postal employee who is not included in any collective bargaining unit. (For procedures governing the collection of postal debts from collective bargaining unit employees consult the regulations in subchapter 460.) Generally, the Postal Service may withhold a maximum of 15 percent of an employee's disposable pay each pay period after providing the employee with certain due process rights (see part 452). If, however, an employee's debt has been reduced to a Federal court judgment, up to 25 percent of his current pay may be withheld each pay period (see part 453).

451.2 Debts Due Other Federal Agencies. Regulations governing the collection, by involuntary salary offset, of debts owed by postal employees to Federal agencies other than the Postal Service are specified in Chapter 7 of Handbook F-16, *Accounts Receivable.*

451.3 Definitions

a. "Administrative Salary Offset" refers to the collection of a postal or other Government agency debt through deductions from the disposable pay of a postal employee under the authority of Section 5 of the Debt Collection Act of 1982, 5 U.S.C. § 5514(a) (1982).

b. "Court Judgment Salary Offset" refers to the collection of a postal or other Government agency debt through deductions from the current pay of a postal employee under the authority of Section 124 of Public Law 97-276.

c. "Current Pay" and "Disposable Pay" refer to that part of an employee's salary which remains after all required deductions—normal retirement contributions, FICA and Medicare insurance taxes, Federal income tax, State and local income taxes, and employee-paid Federal health insurance premiums—are made.

d. "Debt" refers to any outstanding amount owed to the Postal Service by a postal employee.

e. "Employee" refers to a current employee of the Postal Service.

f. "Pay" refers to basic pay, special pay, incentive pay, retired pay, retainer pay, or any other authorized pay, including cost-of-living adjustments or territorial cost-of-living allowances received by an employee.

g. "Postmaster/Installation Head" refers to the top management official at a particular post office or installation, or to the department head who has general supervisory responsibility for a debtor employed at National or Regional Headquarters. Where a particular debtor is a postmaster/installation head, the term refers to the official to whom the postmaster/installation head reports.

h. "Severe Financial Hardship" refers to an employee's inability to meet the essential material needs of the employee, his spouse, and dependents because of offsets against pay. These essential material needs are food, housing, clothing, transportation, medical care, and any exceptional expenses.

i. "Waiver" refers to the Postal Service's cancellation, remission, or forgiveness of a debt, the recovery of which is covered by these regulations.

451.4 Time Computation. In computing any period of time prescribed or allowed by these regulations, the day the designated period of time begins to run is not included. The last day of the period computed is included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

451.5 Effect of Waiver Request. If an employee requests a waiver of a debt, the recovery of which is covered by these regulations, such request will not stay the collection process. However, if the waiver request ultimately is granted, the amount collected will be refunded to the employee.

451.6 Service of Notice, Delivery of Records. A postmaster/installation head must deliver any notice required by, or any records requested pursuant to, these regulations to a postal employee in person and must obtain a dated, signed receipt of delivery. If such personal delivery is not possi-

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ble, however, Certified or Express Mail, return-receipt requested, must be used.

452 Procedures Governing Administrative Salary Offsets

452.1 Determination of Debt

.11 Establishment of Accounts Receivable

Depending upon the circumstances of a particular case, the determination of a debt subject to collection under this subchapter may be made by an official in the field or at the servicing Postal Data Center (PDC) or Management Sectional Center (MSC). For payroll-related debts discovered in the field, Form 2240, *Pay, Leave, or Other Hours Adjustment Request,* must be submitted to the servicing PDC. Payroll-related debts discovered at the PDC level must be reported on Form 2248, *Monetary Payroll Adjustment.* Other debts must be reported to the Manager, Postal Accounts Branch on Form 1902, *Justification for Billing Accounts Receivable.* Regardless of the amount of the debt, it is the responsibility of the servicing PDC to create a receivable for each debt, and to forward an invoice to the postmaster/installation head at the facility where the debtor is employed. At the time a receivable is created, the PDC must ensure that the employee's records are flagged so that his final salary or lump sum leave payment will not be made until the debt is paid.

.12 Responsibility of Postmaster/Installation Head

Each postmaster/installation head is responsible for collecting, in accordance with these regulations, any debt owed to the Postal Service by an employee under his supervision. A postmaster/installation head may delegate his responsibilities under these regulations.

452.2 Voluntary Repayment Procedures

.21 General

The procedures in this section are intended to facilitate the informal resolution of employee-owed debts, and, in most cases, should be followed before the statutorily mandated procedures in 452.3 are initiated. However, if in the opinion of the appropriate postmaster/installation head, the circumstances warrant that expeditious action be taken, the procedures in 452.3 may be initiated immediately.

.22 Notifying Employee

Upon receiving an invoice reflecting an employee-owed debt from the servicing PDC, the postmaster/installation head must provide the employee with a copy of the invoice and with written notice (see EXHIBIT A, "Sample Letter of Notice of Debt Determination For Employees Not Included in Any Collective Bargaining Unit") of the Postal Service's determination of the existence, nature, and amount of the debt. In addition, the letter of notice must inform the employee that he may pursue one or more, as appropriate, of the following options in order to avoid involuntary salary offsets:

a. In accordance with the procedures specified in 452.231, the employee may request copies of all postal records relating to his particular debt.

b. In accordance with the procedures set forth in 452.232, the employee may arrange to pay the debt in its entirety.

c. In accordance with the procedures in 452.233, the employee may agree to voluntary salary offsets of 15 percent or more of disposable pay.

d. In accordance with the procedures in 452.234, the employee may propose an alternative offset schedule.

e. In accordance with the procedures in 452.235, the employee may request the Postal Service to reconsider its determination of the existence or amount of the debt.

.23 Employee Response to Notice

.231 Request for Copies of Postal Records. If an employee would like copies of records relating to a postal debt, he must notify the postmaster/installation head in writing within 10 calendar days of receiving notice of the Postal Service's determination of a debt. The postmaster/installation head is responsible for requesting copies of the pertinent records by telephone, if necessary, from the appropriate PDC and/or MSC, and for providing the employee with copies of these records within five calendar days of receiving the employee's written request. Until collection of the debt is completed, the postmaster/installation head must keep a copy of all records provided to the employee at this stage.

.232 Payment in Full. An employee who acknowledges the validity of the Postal Service's claim and wishes voluntarily to repay a debt in its entirety should be instructed to remit to the postmaster/installation head, for transmittal to the appropriate PDC, a check or money order for the full amount due, with the employee's Social Security number on its face. The check or money order should be submitted by the employee no later than 15 calendar days from the date the employee received the notice of the Postal Service's determination of a debt if he did not request copies of postal records relating to the debt, or within 15 calendar days from the date the employee received any requested records.

.233 Consent to Salary Offsets. If an employee acknowledges the validity of the Postal Service's claim and would like to repay the debt voluntarily through offsets of 15 percent or more of his disposable pay, the employee and the postmaster/installation head should complete the appropriate sections of Form 3239, *Payroll Deduction Authorization to Liquidate Postal Service Indebtedness* (see EXHIBIT D). This form must be complet-

ed no later than 15 calendar days from the date the employee received the notice of the Postal Service's determination of a debt if he did not request copies of postal records relating to the debt, or within 15 calendar days from the date the employee received any requested records.

.234 Request for Consideration of Alternative Offset Schedule

a. If the employee acknowledges the debt, but contends that the proposed deductions of 15 percent of disposable pay would be too severe, he may propose an alternative offset schedule. The employee's proposed offset schedule must be submitted in writing to the postmaster/installation head, along with a written statement and supporting documentation, stating the employee's reasons for believing that the deductions proposed by the Postal Service would result in a "severe financial hardship," as defined in 451.3(h). The proposal must include (1) the amount to be paid each pay period, (2) the number of pay periods it would take to repay the debt under the employee's proposal, and (3) the date the first payment would be made. The supporting documents must also show the following information relating to the employee, his spouse, and dependents, for the one-year period preceding the Postal Service's notice and the repayment period proposed by the employee's alternative offset schedule:

(1) Total family income, assets, and liabilities,

(2) Number of dependents, and

(3) Total expenses for food, housing, clothing, transportation, medical care and any exceptional expenses.

The employee should be instructed to provide all information in his possession relating to the debt and to his financial ability to repay it so that the postmaster/installation head may make an informed decision on the employee's proposed alternative offset plan.

b. The employee's proposed alternative offset schedule and written submissions must be received by the postmaster/installation head no later than 15 calendar days from the date the employee received the notice of the Postal Service's determination of a debt if he did not request copies of postal records relating to the debt, or within 15 calendar days from the date the employee received any requested records.

c. Based upon the material submitted by the employee, and postal records relating to the debt, the postmaster/installation head must consider the extent to which the assets of the employee and his spouse and dependents are available to meet their essential material expenses and to repay the postal debt; whether the essential material expenses have been minimized as much as possible; and the extent to which the employee and his spouse and dependents can borrow to finance their essential expenses and to repay the postal debt. An employee's alternative offset schedule should be approved only if it provides for installment payments which bear a reasonable relationship to the size of the debt and the employee's ability to pay. Generally, an alternative offset schedule should provide for installment payments of no less than 10 percent of disposable pay per pay period, and for a repayment period of 26 pay periods or less.

.235 Request for Reconsideration of Debt

a. If an employee wishes to request reconsideration of the Postal Service's determination of the existence or amount of a debt, he must submit to the postmaster/installation head a written statement with supporting documentation, indicating why the employee believes he is not so indebted. Since the postmaster/installation head will use the material provided by the employee, along with postal records relating to the debt, in deciding whether the Postal Service's determination of the debt should be revised, the employee should be instructed to provide all information in his possession relating to the debt so that the postmaster/installation head may make an informed determination.

b. The employee's written submission must be received by the postmaster/installation head no later than 15 calendar days from the date the employee received the notice of the Postal Service's determination of a debt if he did not request copies of postal records relating to the debt, or within 15 calendar days from the date the employee received any requested records.

.24 Action Following Reconsideration of Debt and/or Offset Schedule

.241 Notifying Employee. After reviewing an employee's proposed alternative offset schedule and/or request that the Postal Service reconsider its determination of the existence or amount of a debt, the postmaster/installation head, within 15 calendar days of receiving the employee's proposal or request must notify the employee in writing, as applicable, that the Postal Service has determined the following upon reconsideration:

a. The employee is indebted to the Postal Service for the amount set forth in its letter of notice or other amount;

b. The Postal Service's proposed offset schedule would not result in a severe financial hardship for the employee and his spouse and dependents, and accordingly the alternative offset schedule proposed by the employee is not acceptable;

c. The Postal Service's proposed offset schedule would result in a severe financial hardship, and the alternative offset schedule proposed by the employee, or some variation of it, is acceptable; or

d. The employee is not indebted to the Postal Service.

.242 Debt Amount Affirmed or Revised

a. Where the postmaster/installation head determines upon reconsideration that the employee is indebted for the full amount specified in the Postal Service's notice of debt determination, or for some other amount, the employee must be advised that, to prevent the initiation of involuntary offset proceedings, he must make arrangements to repay the debt in accordance with the procedures specified in 452.25.

b. If the Postal Service's claim is affirmed but the exact amount of the debt is revised, the employee may also, within 10 calendar days of receiving the Postal Service's determination upon reconsideration, propose in writing to the postmaster/installation head an alternative offset schedule based on the new figure in accordance with the requirements set forth in 452.234(a). In accordance with the requirements set forth in 452.234(c), and within five calendar days of receiving this proposed alternative offset schedule, the postmaster/installation head must notify the employee in writing as to whether it is acceptable. If the postmaster/installation head rejects the employee's alternative offset schedule, the employee must be advised in writing that, to prevent the initiation of involuntary offset proceedings, he must make arrangements to repay the debt in accordance with the procedures specified in 452.25.

.243 Rejection of Alternative Offset Schedule When Debt Amount Not Challenged. Where an employee has not challenged the Postal Service's determination of the existence or amount of a debt but has proposed an alternative offset schedule, and the postmaster/installation head has rejected that schedule determining that the Postal Service's proposed offset schedule will not result in a severe financial hardship, the employee must be advised that, to prevent the initiation of involuntary offset proceedings, he must make arrangements to repay the debt in accordance with the procedures specified in 452.25.

.244 Implementing Alternative Offset Schedule. If the employee's proposed alternative offset schedule, or some variation of it, is approved by the postmaster/installation head, that official, along with the employee, must implement it by completing the appropriate sections of Form 3239.

.245 Employee Not Indebted. Where the postmaster/installation head determines upon reconsideration that the employee is not indebted to the Postal Service for any amount, that official must immediately notify the servicing PDC to eliminate the receivable and remove the flag from the employee's records.

.25 Voluntary Repayment Following Reconsideration

.251 Payment in Full. If an employee, upon receiving notice of the Postal Service's determination upon reconsideration, acknowledges the validity of the Postal Service's claim and would like voluntarily to repay the debt in its entirety, he should be instructed to remit to the postmaster/installation head, for transmittal to the appropriate PDC, a check or money order for the full amount due, with the employee's Social Security number on its face. The employee must submit his payment within 15 calendar days of receiving notice of the Postal Service's determination upon reconsideration.

.252 Consent to Salary Offsets. If an employee, upon receiving the Postal Service's determination on reconsideration, acknowledges the validity of the Postal Service's claim and would like voluntarily to repay the debt through offsets of 15 percent or more of his disposable pay, the employee and the postmaster/installation head should complete the appropriate sections of Form 3239. This form must be completed no later than 15 calendar days from the date the employee receives notice of the Postal Service's determination upon reconsideration.

.26 Failure to Resolve or Repay Debt. If an employee, after receiving notice of the Postal Service's determination of a debt, or after receiving notice of the Postal Service's determination upon reconsideration, fails, within the applicable time periods, to resolve a debt or to make satisfactory arrangements to repay it, the postmaster/installation head must initiate the statutory collection procedures in section 452.3.

452.3 Statutory Offset Procedures

.31 Authority. Under Section 5 of the Debt Collection Act, 5 U.S.C. § 5514(a) (1982), the Postal Service may, after providing certain procedural rights, offset an employee's salary in order to satisfy any debt due the Postal Service. Generally, up to 15 percent of an individual's "disposable pay" may be deducted in monthly installments or at "officially established pay intervals." A greater percentage may be deducted with the written consent of the individual debtor. If the individual's employment ends before the full debt is collected, deduction may be made from subsequent payments of any nature due the employee.

.32 Notifying the Employee

.321 At least 30 calendar days before making an administrative offset under this authority, the postmaster/installation head must provide an employee-debtor with (1) two copies of the written "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act," containing the information in 452.322, and (2) a copy of the procedures which govern hearings under the

Debt Collection Act and which are set forth at 39 C.F.R. Part 961.

.322 The notice (see EXHIBIT B, "Sample Notice For Employees Not Included in Any Collective Bargaining Unit—Involuntary Administrative Salary Offsets") required by 452.321 must notify the employee of the following:

a. The name, work address, and telephone number of the postmaster/installation head issuing the notice;

b. The Postal Service's determination of the existence and amount of the debt;

c. The nature of the debt;

d. The Postal Service's intention to collect the amount due by offsetting 15 percent of the employee's "disposable pay" each pay period;

e. The estimated amount, starting date (generally 30 days from the date of notice), frequency, and duration of the intended deductions;

f. The following procedural rights available to the employee, and the appropriate method for requesting them:

(1) An opportunity to obtain copies of Postal Service records relating to the debt; and/or

(2) An opportunity to avoid the need for involuntary offsets by paying the debt in full; and/or

(3) An opportunity to consent to salary offsets of 15 percent or more of disposable pay; and/or

(4) An opportunity to enter into a written agreement with the Postal Service, under terms agreeable to the postmaster/installation head, to establish an alternative debt repayment schedule; and/or

(5) An opportunity for a hearing on the Postal Service's determination concerning the existence or the amount of the debt, or on the terms of the Postal Service's proposed repayment schedule. NOTE: The employee must be informed that the timely filing of a petition for a hearing will stay the collection proceedings.

.33 Procedures Governing the Exercise of Employee Rights

.331 Employee Options. An employee may pursue as many of the options available to him as he wishes. It should be noted, however, that an employee's petition for a hearing on the Postal Service's determination of the existence or amount of a debt, or on the terms of the Postal Service's proposed repayment schedule, must be submitted within the time frame specified in 452.336. If, after requesting a hearing, the employee is able to resolve the debt through another available option, his hearing petition may be withdrawn.

.332 Requests for Postal Records

a. Time Frame for Making Requests. At any time after receiving notice of the Postal Service's intention to collect a debt through involuntary salary offsets and before any requested hearing is held, an employee may request copies of any records the employee did not previously obtain under 452.231.

b. Submission of Records Requests. Requests for copies of postal records relating to an alleged debt must be made in writing and directed to the postmaster/installation head.

c. Responding to Records Requests. The postmaster/installation head should take care to respond expeditiously to records requests so as not to deprive an employee of the benefit of any information which might resolve questions relating to the debt. Once a request is received, the postmaster/installation head must promptly request, as necessary, copies of the pertinent records by telephone from the appropriate PDC or MSC, and provide the employee, within five calendar days of receiving the employee's request, with copies of all records requested.

.333 Payment in Full. An employee who wishes to pay off a debt in its entirety may remit to the postmaster/installation head for transmittal to the appropriate PDC, a check or money order, with his Social Security number on its face, at any time after receiving written notice of the Postal Service's intention to collect a debt through involuntary salary offsets.

.334 Consent to Salary Offsets. If an employee acknowledges the validity of the Postal Service's claim and would like to consent to offsets of 15 percent or more of his disposable pay, the employee and the postmaster/installation head should complete the appropriate sections of Form 3239. An employee may consent to salary offsets at any time after he receives notice of the Postal Service's intention to collect a debt through involuntary salary offsets.

.335 Alternative Offset Schedule

a. If an employee acknowledges the Postal Service's claim, but contends that the proposed deductions of 15 percent of disposable pay would be too severe, he may propose an alternative offset schedule. The employee's proposed offset schedule must be submitted to the postmaster/installation head, along with a written statement and supporting documentation, stating the employee's reasons for believing the deductions proposed by the Postal Service would result in a "severe financial hardship," as that term is defined in 451.3(h). The proposal must include (1) the amount to be paid each pay period, (2) the number of pay periods it would take to repay the debt under the employee's proposal, and (3) the date the first payment would be made. The supporting documents must also show the following information relating to the employee, his spouse, and dependents, for the one-year period preceding the Postal Service's notice and the repayment period proposed by the employee's alternative offset schedule:

(1) Total family income, assets, and liabilities,

(2) Number of dependents, and

(3) Total expenses for food, housing, clothing, transportation, medical care, and any exceptional expenses.

The employee should be instructed to provide all information in his possession relating to the debt and his financial ability to repay it so that the postmaster/installation head may make an informed decision on the employee's request.

b. The employee may submit his proposed alternative repayment agreement to the postmaster/installation head at any time after receiving notice of the Postal Service's intention to collect an outstanding debt through involuntary salary offsets.

c. Based upon the material submitted by the employee and postal records relating to the debt, the postmaster/installation head must consider the extent to which the assets of the employee, his spouse, and dependents are available to meet their essential material expenses and to repay the postal debt; whether the essential material expenses have been minimized as much as possible; and the extent to which the employee, his spouse, and dependents can borrow to finance their essential expenses and to repay the debt. An employee's alternative offset schedule should be approved only if it provides for installment payments which bear a reasonable relationship to the size of the debt and the employee's ability to pay. Generally, an alternative offset schedule should provide for installment payments of no less than 10 percent of disposable pay per pay period, and for a repayment period of 26 pay periods or less.

d. The postmaster/installation head must notify the employee in writing of his decision regarding the employee's proposed alternative offset schedule within 15 calendar days of receiving it from the employee.

e. The postmaster/installation head and the employee must implement the terms of an acceptable alternative repayment agreement by completing the appropriate sections of Form 3239.

.336 Debt Collection Hearing

a. Hearing Request. If an employee desires a hearing prescribed by Section 5 of the Debt Collection Act on the Postal Service's determination of the existence or amount of the debt, or on the involuntary repayment terms proposed by the Postal Service, the employee must file a written petition for a hearing in accordance with the requirements of 39 C.F.R. § 961.4. The petition must be filed with the Recorder, Judicial Officer Department, United States Postal Service, 475 L'Enfant Plaza, S.W., Washington, D.C. 20260–6101, on or before the fifteenth calendar day following the employee's receipt of the "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act." The hearing procedures are set forth in 39 C.F.R. Part 961, which is incorporated herein by reference.

b. Post-Decision Responsibilities. After an employee has been accorded a requested hearing and a written decision has been rendered, the General Counsel of the Postal Service will notify the appropriate postmaster/installation head of the determination. If the hearing decision indicates that the employee is not indebted to the Postal Service, the postmaster/installation head must take the necessary steps to remove all references to the debt from the employee's records. However, if the decision authorizes the Postal Service to offset an employee's salary, the postmaster/installation head must initiate the authorized offsets by completing the appropriate sections of Form 3239.

.34 Employee Failure to Respond. If, upon receiving notice of the Postal Service's intention to collect a debt through involuntary salary offsets, the employee fails to repay the debt, fails to consent to the Postal Service's proposed offsets, fails to propose an acceptable alternative offset schedule, and does not request a hearing on the Postal Service's determination of the debt or its proposed offset schedule, the postmaster/installation head may initiate the offsets specified in the Postal Service's notice to the employee no earlier than 30 calendar days after the debtor's receipt of that notice by completing the appropriate sections of Form 3239.

452.4 Recovery of Amounts Due Under Federal Benefits Programs. The procedures governing the collection of postal debts through administrative salary offsets (sections 452.2–452.3) need not be followed, and the employee's pay may be adjusted as appropriate, where the amount to be recovered (a) arose from the employee's election of coverage or change of coverage under a Federal benefits program requiring periodic deductions from pay, and (b) was accumulated over four pay periods or less.

453 Procedures Governing Court Judgment Salary Offsets

453.1 Authority. Pursuant to Section 124 of Public Law 97–276 (October 2, 1982), 5 U.S.C. § 5514 note (1982), the Postal Service may deduct up to one fourth (25 percent) of an employee's "current pay" in monthly installments or at officially established pay periods to satisfy a debt determined by a Federal court to be owed to the Postal Service. The statute authorizes the deduction of a "greater amount" if necessary to collect the debt within the employee's anticipated period of employment. If an individual's employment ends before the full amount of the indebtedness has been collected, Section 124 provides that deduction shall be made from later payments of any nature due the employee.

453.2 Procedures

.21 Notice. At least 15 calendar days before initiating an offset to collect a debt reflected by a Federal court judgment, the postmaster/installation head must provide the employee with a copy of that judgment and a written notice of the Postal Service's intention to deduct 25 percent of the employee's current pay each pay period until the judgment is satisfied. The letter of notice (see EXHIBIT C, "Sample Letter of Notice for Salary Offsets Based on Federal Court Judgments") also must include a statement setting forth the approximate amount, duration, and starting date of the deductions.

.22 Implementing Offsets. The postmaster/installation head must initiate the collection process by completing the appropriate sections of Form 3239, no earlier than 15 calendar days after the employee's receipt of the letter of notice.

454 Multiple Offsets

454.1 Administrative Salary Offsets. By statute, administrative salary offsets under Section 5 of the Debt Collection Act of 1982 are limited to no more than 15 percent of an employee's disposable pay during any one pay period—whether the deductions are made to satisfy a debt owed the Postal Service or another Federal agency, or some combination thereof. Generally, priority among competing administrative salary offset requests is determined by the order in which they are received. However, a request to collect a debt due the Postal Service must be given priority over other Government agency offset requests regardless of the date the postal offset request is received (see section 454.4). If a collection request cannot be honored upon receipt, or can be honored only in part, the postmaster/installation head must notify the requesting postal or other Government official, in writing, of the reasons for the delay or for the collection of a lesser amount than that requested, and the approximate date the requested offsets can be implemented.

454.2 Court Judgment Salary Offsets. No more than 25 percent of an employee's current pay may be withheld to satisfy a debt determined by a Federal court to be due the United States—whether the deductions are made to satisfy a debt owed the Postal Service or another Federal agency, or some combination thereof. Generally, priority among competing court judgment salary offset requests is determined by the order in which they are received. However, a request to collect a debt due the Postal Service must be given priority over other Government agency offset requests regardless of the date the postal offset request is received (see section 454.4). If a collection request cannot be honored upon receipt, or can be honored only in part, the postmaster/installation head must notify the requesting postal or other Government official, in writing, of the reasons for the delay or for the collection of a lesser amount than that requested, and the approximate date the requested offsets can be implemented.

454.3 Administrative and Court Judgment Salary Offsets. Where the salary of a postal employee is the target of one or more of both types of offsets—administrative and court judgment—a combined total of no more than 25 percent will be withheld during any one pay period. However, in no case may the amount withheld pursuant to administrative salary offsets exceed 15 percent of the employee's disposable pay. As is generally the case with competing offsets of the same type and subject to section 454.4, priority between administrative salary offsets and court judgment salary offsets is determined by the order in which they are received.

454.4 Priority of Postal Service Indebtedness. Where a postal employee is indebted to the Postal Service, that debt takes priority over any debt he may owe another Federal agency even if the other agency's request for salary offsets was received first. Accordingly, where both the Postal Service and another agency request the maximum allowable deductions, collection of the other agency's debt must be interrupted or postponed until the entire postal debt is recovered. However, if an amount less than that requested by the other agency may be deducted in addition to the offsets requested by the Postal Service without exceeding the appropriate percentage ceiling, deductions for the lesser amount must be withheld and forwarded to the requesting agency along with an explanation for the smaller offsets.

454.5 Garnishments. Administrative salary offsets based on Section 5 of the Debt Collection Act of 1982 and court judgment salary offsets based on Section 124 of Public Law 97-276 are not, as a matter of law, considered garnishments. Rather, for purposes of determining an employee's "disposable earnings" under the Federal Consumer Credit Protection Act, 15 U.S.C. §§1671, *et seq.*, these withholdings are considered to be amounts required by law to be deducted. Accordingly, they should be deducted before the applicable garnishment ceilings are imposed and before deductions for garnishments are made.

455 Action Upon Transfer or Separation

455.1 Withholdings from Any Amount Due. If a postal employee whose wages are subject to offset transfers to another Federal agency or separates from employment, the Postal Service shall apply any amount due the employee at the time of his separation to the postal debt. If the debt is still not satisfied, appropriate action as described in 455.2 or 455.3 should be taken.

455.2 Transfer to Another Federal Agency. If a postal employee whose wages are subject to offset transfers to another Federal agency, and the full debt cannot be collected from amounts due the employee from the Postal Service, the Postal Service must request the former postal employee's new agency to continue offsetting the debtor's salary until the debt is satisfied. The request must specify the amount of the original debt, the amount collected by the Postal Service through salary offsets, the amount which remains to be collected, and the percentage of the debtor's disposable earnings or current pay which should be deducted each pay period. In addition, the Postal Service must certify that the former postal employee has been accorded all required rights of due process. When the Postal Service's request is sent to the new employing agency, a copy also must be sent to the former employee at his home address.

455.3 Collection of Debt Upon Separation. If the full debt cannot be collected from amounts due the employee at the time of his separation, the Manager, Postal Accounts Branch, must attempt to recover any available retirement or disability payments due the former employee in accordance with the provisions of 5 C.F.R. §831, Subpart R (see Part 743 of Handbook F–16, *Accounts Receivable*).

460 Collection of Postal Debts From Bargaining Unit Employees

461 General

461.1 Scope. These regulations apply to the collection of any debt owed the Postal Service by a current postal employee who is included in any collective bargaining unit.

461.2 Debts Due Other Federal Agencies. Regulations governing the collection, by involuntary salary offset, of debts owed by postal employees to Federal agencies other than the Postal Service are specified in Chapter 7 of the Handbook F–16, *Accounts Receivable.*

461.3 Definitions. As used in this subchapter, the following terms have the same meaning ascribed to them in 451.3 of subchapter 450:

a. Administrative Salary Offset.
b. Court Judgment Salary Offset.
c. Current Pay.
d. Disposable Pay.
e. Debt.
f. Employee.
g. Pay.
h. Postmaster/Installation Head.
i. Waiver.

461.4 Effect of Waiver Request. If an employee requests a waiver of a debt, the recovery of which is covered by these regulations, such request will not stay the collection process. However, if the waiver request ultimately is granted, the amount collected will be refunded to the employee.

462 Administrative Salary Offsets

462.1 Authority. Under Section 5 of the Debt Collection Act, 5 U.S.C. §5514(a) (1982), the Postal Service, after providing an employee with procedural due process, may offset an employee's salary in order to satisfy any debt due the Postal Service. Generally, up to 15 percent of an individual's "disposable pay" may be deducted in monthly installments or at "officially established pay intervals." A greater percentage may be deducted with the written consent of the individual debtor. If the individual's employment ends before collection of the full debt, deduction may be made from subsequent payments of any nature due the employee.

462.2 Determination of Debt

.21 Establishment of Accounts Receivable. Depending upon the circumstances of a particular case, the determination of a debt, the collection of which is covered by this subchapter, may be made by an official in the field or at the servicing PDC or MSC. For payroll-related debts discovered in the field, Form 2240, *Pay, Leave, or Other Hours Adjustment Request,* must be submitted to the servicing PDC. Payroll-related debts discovered at the PDC level must be reported on Form 2248, *Monetary Payroll Adjustment.* Other debts must be reported to the Manager, Postal Accounts Branch, on Form 1902, *Justification for Billing Accounts Receivable.* Regardless of the amount of the debt, it is the responsibility of the servicing PDC to create a receivable for each debt and to forward an invoice to the postmaster/installation head at the facility where the debtor is employed. At the time a receivable is created, the PDC must ensure that the employee's records are flagged so that the final salary or lump sum leave payment for that employee will not be made until the debt is paid.

.22 Responsibility of Postmaster/Installation Head. Each postmaster/installation head is responsible for collecting, in accordance with these regulations, any debt owed to the Postal Service by an employee under his supervision. A postmaster/installation head may delegate his responsibilities under these regulations.

462.3 Applicable Collection Procedures. In seeking to collect a debt from a collective bargaining unit employee, the Postal Service must follow the procedural requirements governing the collection of employer claims specified by the applicable collective bargaining agreement. Care must be taken to ensure that any demand letter served on an employee provides notice of any right an employee might have to challenge the demand under the applicable collective bargaining agreement.

462.4 Amount of Offsets. Regardless of any other ceiling in an applicable collective bargaining agreement or postal regulations, no more than 15 percent of an employee's "disposable pay" may be deducted each pay period to satisfy a postal debt under the authority of the Debt Collection Act, unless the employee agrees, in writing, to a greater amount.

462.5 Implementing Offsets. After the applicable procedural requirements have been followed, the postmaster/installation head must institute the collection process by completing the appropriate sections of Form 3239, *Payroll Deduction Authorization to Liquidate Postal Service Indebtedness* (see EXHIBIT D).

463 Court Judgment Salary Offsets

463.1 Authority. Pursuant to Section 124 of Public Law 97-276 (October 2, 1982), 5 U.S.C. § 5514 note (1982), the Postal Service may deduct up to one fourth (25 percent) of an employee's "current pay" in monthly installments or at officially established pay periods to satisfy a debt determined by a Federal court to be owed to the Postal Service. The statute authorizes the deduction of a "greater amount" if necessary to collect the debt within the employee's anticipated period of employment. If an individual's employment ends before the full amount of the indebtedness has been collected, Section 124 provides that deduction shall be made from later payments of any nature due the employee.

463.2 Applicable Collection Procedures

.21 General. The requirements governing the collection of employer claims specified by a pertinent collective bargaining agreement are not applicable to the collection by salary offset of Postal Service claims which have been reduced to Federal court judgments.

.22 Notice. At least 15 calendar days before initiating an offset to collect a debt reflected by a Federal court judgment, the postmaster/installation head must provide the employee with a copy of that judgment, as well as with written notice of the Postal Service's intention to deduct 25 percent of the employee's current pay each pay period until the judgment is satisfied. The letter of notice (see EXHIBIT C, "Sample Letter of Notice for Salary Offsets Based on Federal Court Judgments") also must include a statement which indicates the approximate amount, duration, and starting date of the deductions. The letter of notice and judgment generally should be delivered by hand, and a dated, signed receipt of delivery obtained. However, if personal delivery is not possible, Certified or Express Mail, return-receipt requested, should be used.

.23 Implementing Offsets. The postmaster/installation head must initiate the collection process by completing the appropriate sections of Form 3239, no earlier than 15 calendar days after the employee's receipt of the letter of notice.

464 Multiple Offsets

464.1 Administrative Salary Offsets. By statute, administrative salary offsets under Section 5 of the Debt Collection Act of 1982 are limited to no more than 15 percent of an employee's disposable pay during any one pay period—whether the deductions are made to satisfy a debt owed the Postal Service or another Federal agency, or some combination thereof. Generally, priority among competing administrative salary offset requests is determined by the order in which they are received. However, a request to collect a debt due the Postal Service must be given priority over other Government agency offset requests regardless of the date the postal offset request is received (see section 464.4). If a collection request cannot be honored upon receipt, or can be honored only in part, the postmaster/installation head must notify the requesting postal or other Government official, in writing, of the reasons for the delay or for the collection of a lesser amount than that requested, and the approximate date the requested offsets can be implemented.

464.2 Court Judgment Salary Offsets. No more than 25 percent of an employee's current pay may be withheld to satisfy a debt determined by a Federal court to be due the United States—whether the deductions are made to satisfy a debt owed the Postal Service or another Federal agency, or some combination thereof. Generally, priority among competing court judgment salary offset requests is determined by the order in which they are received. However, a request to collect a debt due the Postal Service must be given priority over other Government agency offset requests regardless of the date the postal offset request is received (see section 464.4). If a collection request cannot be honored upon receipt, or can be honored only in part, the postmaster/installation head must notify the requesting postal or other Government official, in writing, of the reasons for the delay or for the collection of a lesser amount than that requested and the approximate date the requested offsets can be implemented.

464.3 Administrative and Court Judgment Salary Offsets. Where the salary of a postal employee is the target of one or more of both types of offsets—administrative and court judgment—a combined total of no more than 25 percent will be withheld during any one pay period. However, in no case may the amount withheld pursuant to administrative salary offsets exceed 15 percent of disposable pay. As is generally the case with competing offsets of the same type and subject to section 464.4, priority between administrative

salary offsets and court judgment salary offsets is determined by the order in which they are received.

464.4 Priority of Postal Service Indebtedness. Where a postal employee is indebted to the Postal Service, that debt takes priority over any debt he may owe another Federal agency, even if the other agency's request for salary offsets was received first. Accordingly, where both the Postal Service and another agency request the maximum allowable deductions, collection of the other agency's debt must be interrupted or postponed until the entire postal debt is recovered. However, if an amount less than that requested by the other agency may be deducted in addition to the offsets requested by the Postal Service without exceeding the appropriate percentage ceiling, deductions for the lesser amount must be withheld and forwarded to the requesting agency along with an explanation for the smaller offsets.

464.5 Garnishments. Administrative salary offsets based on Section 5 of the Debt Collection Act of 1982 and court judgment salary offsets based on Section 124 of Public Law 97–276 are not, as a matter of law, considered garnishments. Rather, for purposes of determining an employee's "disposable earnings" under the Federal Consumer Credit Protection Act, 15 U.S.C. §§ 1671, *et seq.*, these withholdings are considered to be amounts required by law to be deducted. Accordingly, they should be deducted before the applicable garnishment ceilings are imposed and before deductions for garnishments are made.

465 Action Upon Transfer or Separation

465.1 Withholdings From Any Amount Due. If a postal employee whose wages are subject to offset transfers to another Federal agency or separates from employment, the Postal Service shall apply any amount due the employee at the time of his separation to the postal debt. If the debt is still not satisfied, appropriate action as described in 465.2 or 465.3 should be taken.

465.2 Transfer to Another Federal Agency. If a postal employee whose wages are subject to offset transfers to another Federal agency, and the full debt cannot be collected from amounts due the employee from the Postal Service, the Postal Service must request the former postal employee's new agency to continue offsetting the debtor's salary until the debt is satisfied. The request must specify the amount of the original debt, the amount collected by the Postal Service through salary offsets, the amount which remains to be collected, and the percentage of the debtor's disposable earnings or current pay which should be deducted each pay period. In addition, the Postal Service must certify that the former postal employee has been accorded all required rights of due process. When the Postal Service's request is sent to the new employing agency, a copy also must be sent to the former employee at his home address.

465.3 Collection of Debt Upon Separation. If the full debt cannot be collected from amounts due the employee at the time of his separation, the Manager, Postal Accounts Branch, must attempt to recover the debt from any available retirement or disability payments due the former employee in accordance with the provisions of 5 C.F.R. § 831, Subpart R (see Part 743 of Handbook F–16, *Accounts Receivable*).

These changes will be incorporated into a future revision to the ELM.—*Law Dept., 5–29–86.*

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EXHIBIT A

Sample Letter of Notice of
Debt Determination For Employees Not Included
in Any Collective Bargaining Unit

DATE

Dear (name of debtor):

As shown in the enclosed invoice, you owe the Postal Service $_____. This debt is based on (briefly describe how debt arose).

If you would like, you may repay the debt in a lump sum, agree to voluntary salary offsets of 15 percent or more of your "disposable pay," 1/ propose a different offset schedule, or ask us to reconsider our determination of the existence or amount of the debt. You also may ask for copies of postal records relating to this debt. Instructions for exercising these options are enclosed. If you decide to authorize the Postal Service to collect the amount due through offsets of 15 percent of your disposable pay, approximately $_____ would be withheld from your paycheck for approximately ___ pay periods.

If you do not act within the time frames specified in the enclosure, we will take the necessary steps to offset your salary on an involuntary basis.

If you have any questions on this matter, you should contact Mr./Ms. (name of appropriate official) at (telephone number) or at (address).

Sincerely,

Postmaster/Installation Head

Enclosures

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1 "Disposable pay" refers to that part of an employee's salary remaining after all required deductions, including those for normal retirement contributions, FICA and Medicare insurance taxes, Federal income tax, State and local income taxes, and employee-paid Federal health insurance premiums, are made.

ENCLOSURE TO EXHIBIT A

Options Available to Employee

1. If you wish, you may --

   a. request, in accordance with paragraph 2 below, copies of all postal records relating to the debt; and/or

   b. voluntarily repay the debt in its entirety, in accordance with paragraph 3 below; and/or

   c. agree, in accordance with paragraph 4 below, to voluntary salary offsets of 15 percent or more of disposable pay; and/or

   d. propose, in accordance with paragraph 5 below, an acceptable alternative offset schedule; and/or

   e. request, in accordance with paragraph 6 below, that the Postal Service reconsider its determination of the existence or amount of the debt.

2. Requests for Records. If you would like copies of all postal records relating to your debt, you must contact in writing (name of appropriate official) at (address) within 10 calendar days from your receipt of this notice of the Postal Service's determination of a debt. You will be provided with copies of the records within five calendar days of the date your request is received.

3. Payment in Full. If you wish to repay the debt, you should submit a check or money order, with your Social Security number on its face, for the full amount due, to (name of appropriate official) at (address). Your check or money order must be submitted no later than 15 calendar days from the date you received this notice if you do not request copies of postal records relating to your debt, or within 15 calendar days from the date you receive any requested records.

4. Consent to Offsets. If you would like voluntarily to repay the debt through offsets of 15 percent or more of your disposable pay, you should contact (name of appropriate official) at (address) and complete Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness. The form must be completed no later than 15 calendar days from the date you received this notice if you do not request copies of postal records relating to your debt, or within 15 calendar days from the date you receive any requested records.

5. Alternative Offset Schedule.

a. If you acknowledge the debt, but believe that the proposed deductions of 15 percent of disposable pay would be too severe, you may propose an alternative offset schedule. You must submit your alternative offset schedule in writing to (name of appropriate official) at (address) along with a written statement, and supporting documents, stating your reasons for believing the deductions proposed by the Postal Service would result in a "severe financial hardship." [1] Your proposal must include the amount to be paid each pay period, the number of pay periods it would take to repay the debt, and the date the first payment would be made. In addition, the supporting documents must show, for you and your spouse and dependents, for the one-year period preceding this notice and for your proposed repayment period, total family income, assets, liabilities, and number of dependents, as well as total expenses for food, housing, clothing, transportation, medical care, and any exceptional expenses.

b. Your written submissions must be received by the Postal Service no later than 15 calendar days from the date you received this notice if you do not request copies of postal records relating to the debt, or within 15 calendar days from the date you receive any requested records.

c. Based upon the material you submit, and postal records relating to the debt, the postmaster/ installation head will consider the extent to which the assets owned by you and your spouse and

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[1] "Severe financial hardship" refers to an employee's inability to meet the essential material needs of the employee, his spouse, and dependents because of offsets against pay. These essential material needs are food, housing, clothing, transportation, medical care, and any exceptional expenses.

dependents are available to meet your essential material expenses and to repay the postal debt; whether your essential material expenses have been minimized as much as possible; and the extent to which you and your spouse and dependents can borrow to finance your essential expenses and to repay the postal debt. An alternative offset schedule will be approved only if it provides for installment payments which bear a reasonable relationship to the size of the debt and the employee's ability to pay. Generally, an alternative offset schedule should provide for installment payments of no less than ten percent of disposable pay per pay period, and for a repayment period of 26 pay periods or less.

d. If it becomes necessary to submit your case to the involuntary salary offset process, you may be entitled to a hearing before an impartial hearing official. The scope of such a hearing, however, is limited by statute to the Postal Service's determination of the existence or amount of the debt or the terms of an involuntary repayment schedule. Since any information you provide will be used by the Postal Service in making a determination on your proposed repayment schedule, it is important, for your own protection, that you provide any relevant information and documents at this stage of the collection process.

6. Request for Reconsideration of Debt.

a. If you wish to ask the Postal Service to reconsider its determination of the existence or amount of the debt, you must submit to (name of appropriate official) at (address) a written statement, with supporting documentation, indicating why you believe you are not so indebted.

b. Your written submissions must be received by the Postal Service no later than 15 calendar days from the date you received this notice if you do not request copies of postal records relating to the debt, or within 15 calendar days from the date you receive any requested records.

c. If it becomes necessary to submit your case to the involuntary salary offset process, you may be entitled to a hearing before an impartial hearing official. The scope of such a hearing, however, is limited by statute to the Postal Service's determination of the existence or amount of the debt or the terms of an involuntary repayment schedule. Since any information you provide will be

used by the Postal Service in making a determination on this debt, it is important, for your own protection, that you provide any relevant information and documents at this stage of the collection process.

7. Decision on Reconsideration. If you propose an alternative offset schedule, or submit a request for reconsideration of the existence or amount of a debt, you will be notified of the Postal Service's decision within 15 calendar days of the day your proposal or request is received.

EXHIBIT B

Sample Notice For Employees Not Included in Any Collective Bargaining Unit -- Involuntary Administrative Offsets

NOTICE OF INVOLUNTARY ADMINISTRATIVE SALARY OFFSETS UNDER THE DEBT COLLECTION ACT

DATE

(Name of debtor):

On (date of previous letter), you were notified by letter of our determination that you owe the Postal Service $_____. As we noted in our earlier letter, this debt is based on (briefly describe how debt arose).

Our records indicate that you have not acted to repay this debt. Accordingly, this letter provides notice of the Postal Service's intention to collect this debt by deducting 15 percent of your "disposable pay" each pay period.[1] In your case, this will amount to deductions of approximately $_____ from each paycheck beginning on (date deductions are scheduled to begin -- generally 30 days from the date of notice). These deductions will continue until the debt is collected; we estimate that this should take approximately _____ pay periods.

If you feel our determination of the existence or amount of this debt is incorrect, or if you believe the deductions set forth above would impose a severe financial hardship [2] on you and your spouse and dependents, you may take one or more of the measures detailed in the enclosed "Statement of Debtor's Rights and Responsibilities." Unless you have a

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[1]"Disposable Pay" refers to that part of an employee's salary remaining after all required deductions, including those for normal retirement contributions, FICA and Medicare insurance taxes, Federal income tax, State and local income taxes, and employee-paid Federal health insurance premiums, are made.

[2]The term "severe financial hardship" refers to an employee's inability to meet the essential material needs of the employee, his spouse, and dependents because of offsets against pay. These essential material needs are food, housing, clothing, transportation, medical care, and any exceptional expenses.

sound basis for contesting the Postal Service's determinations concerning this matter, you should make arrangements immediately to repay this debt.

Postmaster/Installation Head
Work Address
Telephone Number (Including Area Code)

Enclosures

ENCLOSURE TO EXHIBIT B

Statement of Debtor's Rights and Responsibilities

1. Requesting Records. At any time after receiving this notice of the Postal Service's intention to collect a debt through involuntary salary offsets and before a requested hearing is held, you may request copies of any postal records which you have not previously received, by contacting, in writing, (name of appropriate official) at (address). You will receive any requested records within five calendar days of the date your request is received by the Postal Service.

2. Payment in Full. If you acknowledge the validity of the Postal Service's claim and wish to repay the debt in its entirety, you may, at any time after receiving this notice of the Postal Service's intention to collect a debt through involuntary offsets, submit a check or money order, with your Social Security number on its face, for the full amount due to (name of appropriate official) at (address).

3. Consent to Offsets. If you acknowledge the validity of the Postal Service's claim and would like to consent to offsets of 15 percent or more of your disposable pay, you should contact (name of appropriate official) at (address) and complete Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness. You may agree to salary offsets in the amount proposed by the Postal Service, or some greater amount, at any time after you receive notice of the Postal Service's intention to collect a debt through involuntary salary offsets.

4. Alternative Offset Schedule.

   a. If you acknowledge the debt, but believe that the proposed deductions of 15 percent of disposable pay would impose a "severe financial hardship" 1/ on your family, you may propose an alternative offset schedule. Your proposed alternative offset schedule must be submitted to (name of appropriate official) at (address), along with a written statement, and supporting documentation, stating your reasons

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1/ The term "severe financial hardship" refers to an employee's inability to meet the essential material needs of the employee, his spouse, and dependents because of offsets against pay. These essential material needs are food, housing, clothing, transportation, medical care, and any exceptional expenses.

for believing the deductions proposed by the Postal Service would result in a "severe financial hardship." Your proposal must include the amount to be paid each pay period, the number of pay periods it would take to repay the debt, and the date the first payment would be made. In addition, the supporting documents must show, for you and your spouse and dependents, for the one-year period preceding the Postal Service's notice and for your proposed repayment period, your total family income, assets, liabilities, and number of dependents, as well as total expenses for food, housing, clothing, transportation, medical care, and any exceptional expenses. You should be careful to provide all information in your possession relating to this debt so that the Postal Service may make an informed decision on your request for an alternative offset schedule. You may submit your proposed alternative repayment agreement at any time after receiving this notice of the Postal Service's intention to collect an outstanding debt through salary offsets.

b. Based upon the material you submit and postal records relating to the debt, the Postal Service will consider the extent to which your assets and those of your spouse and dependents are available to meet your family's essential material expenses and to repay the postal debt; whether your essential material expenses have been minimized as much as possible; and the extent to which you and your spouse and dependents can borrow to finance your essential expenses and to repay the debt. An alternative offset schedule will be approved only if it provides for installment payments which bear a reasonable relationship to the size of the debt and the employee's ability to pay. Generally, an alternative offset schedule should provide for installment payments of no less than ten percent of disposable pay per pay period, and for a repayment period of 26 pay periods or less.

c. You will be notified of the Postal Service's decision regarding your proposed repayment schedule within 15 calendar days of the date it is received.

5. Petition for a Hearing.

To request a hearing on the Postal Service's determination of the existence or amount of the debt, or on the Postal Service's proposed involuntary offset schedule, you must file a written petition for a hearing in accordance with the requirements of 39 C.F.R. §961.4. (A copy of Part 960 of 39 C.F.R. is enclosed.) Your hearing petition must be

filed with the Recorder, Judicial Officer Department, United States Postal Service, 475 L'Enfant Plaza, S.W., Washington, D.C. 20260-6101, on or before the fifteenth calendar day following your receipt of this notice. A timely request for a hearing will stay the commencement of the collection of the debt.

NOTE: While you may request a hearing and pursue one of the other available options, your hearing petition must be filed within the required time period. If questions relating to this debt are resolved before the hearing is held, your petition may be withdrawn.

6. Failure to Act. If you do not exercise any of the rights set forth above, the Postal Service will proceed with its plans to initiate the proposed offsets 30 days from the date of this notice.

ENCLOSURE TO EXHIBIT B

POSTAL SERVICE

39 CFR Part 961

Rules of Procedure Governing Hearings Under the Debt Collection Act

AGENCY: Postal Service.

ACTION: Final rule.

SUMMARY: The Judicial Officer of the Postal Service hereby issues the rules of procedure governing the conduct of hearings under section 5 of the Debt Collection Act of 1982.

EFFECTIVE DATE: January 10, 1986.

FOR FURTHER INFORMATION CONTACT: Judge Joan B. Thompson, 202-268-2132.

SUPPLEMENTARY INFORMATION: Acting in accordance with authority delegated to him by 39 CFR 224.1(c)(4)(ii), the Judicial Officer of the Postal Service adopts 39 CFR 961, the rules of practice in proceedings relative to hearings conducted pursuant to section 5 of the Debt Collection Act of 1982, 5 U.S.C. 5514(a). The rules in this part apply to any hearing, conducted pursuant to 5 U.S.C. 5514(a), on the Postal Service's determination of the existence or amount of a debt owed to the Postal Service by a postal employee, or on the terms of the Postal Service's proposed debt repayment schedule. In addition, these rules, as appropriate, apply to a hearing conducted pursuant to 5 U.S.C. 5514(a) when an Administrative Law Judge or an Administrative Judge in the Judicial Officer Department is designated as the Hearing Official for a creditor Federal agency other than the Postal Service pursuant to an agreement between the Postal Service and that agency.

Accordingly, 39 CFR is amended by adding the following new Part 961:

PART 961—RULES OF PRACTICE IN PROCEEDINGS RELATIVE TO EMPLOYEE HEARING PETITIONS UNDER SECTION 5 OF THE DEBT COLLECTION ACT

Sec.

961.1 Authority for rules.
961.2 Scope of rules.
961.3 Definitions.
961.4 Employee Petition for a hearing and Supplement to Petition.
961.5 Effect of Petition filing.
961.6 Filing, docketing and serving documents; computation of time; representation of parties.
961.7 Answer to Petition and Supplement to Petition.
961.8 Hearing Official authority and responsibilities.
961.9 Effect of Hearing Official's decision; motion for reconsideration.
961.10 Waiver of employee rights.
961.11 Ex parte communications.

Authority: 39 U.S.C. 204, 401; 5 U.S.C. 5514(a).

§ 961.1 Authority for rules.

These rules are issued by the Judicial Officer pursuant to authority delegated by the Postmaster General.

§ 961.2 Scope of rules.

The rules in this part apply to the hearing provided by section 5 of the Debt Collection Act of 1982, as amended, 5 U.S.C. 5514(a), on the Postal Service's determination of the existence or amount of an employee debt to the Postal Service, or of the terms of the employee's debt repayment schedule. In addition, these rules, as appropriate, apply to a hearing under section 5 of the Debt Collection Act when an Administrative Law Judge or an Administrative Judge in the Judicial Officer Department is designated as the Hearing Official for a creditor Federal agency other than the Postal Service pursuant to an agreement between the Postal Service and that agency.

§ 961.3 Definitions.

(a) "Employee" refers to a current employee of the Postal Service or another Federal agency who is alleged to be indebted to the Postal Service or another creditor Federal agency and whose hearing under section 5 of the Debt Collection Act is being conducted under these rules.

(b) "General Counsel" refers to the General Counsel of the Postal Service, and includes a designated representative.

(c) "Hearing Official" refers to an Administrative Law Judge qualified to hear cases under the Administrative Procedure Act, an Administrative Judge appointed under the Contract Disputes Act of 1978, or any other qualified person not under the control or supervision of the Postmaster General, who is designated by the Judicial Officer to conduct the hearing under section 5 of the Debt Collection Act of 1982, as amended, 5 U.S.C. 5514(a).

(d) "Judicial Officer" refers to the Judicial Officer or Acting Judicial Officer of the United States Postal Service.

(e) "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act" refers to the formal written notice required by section 5 of the Debt Collection Act before involuntary collection deductions can be taken from an employee's salary.

(f) "Postmaster/Installation Head" refers to the Postal Service official who is authorized under the Postal Service Employee and Labor Relations Manual to make the initial determination of employee indebtedness and to issue the "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act."

(g) "Recorder" refers to the Recorder, Judicial Officer Department, U.S. Postal Service, 475 L'Enfant Plaza, SW., Washington, DC 20260-6100.

§961.4 Employee petition for a hearing and supplement to petition.

(a) If an employee desires a hearing, prescribed by Section 5 of the Debt Collection Act, on the Postal Service's determination of the existence or amount of a debt, or on the involuntary repayment terms proposed by the Postal Service, the employee must file a written, signed petition with the Recorder, Judicial Officer Department, U.S. Postal Service, 475 L'Enfant Plaza, SW., Washington, DC 20260-6100, on or before the fifteenth (15th) calendar day following the employee's receipt of the Postal Service's "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act."

(b) The hearing petition is to include the following:

(1) The words, "Petition for Hearing Under the Debt Collection Act," prominently captioned at the top of the first page;

(2) The name of the employee petitioner and the employee's work and home addresses, and work and home telephone numbers; or other address and telephone number where the employee may be contacted about the hearing proceedings;

(3) A statement of the date the employee received the "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act," *and* a copy of the Notice;

(4) A statement indicating whether the employee requests an oral hearing or a hearing based solely on written submissions;

(5) If the employee requests an oral hearing, a statement of the evidence he or she will produce which makes an oral hearing necessary, including a list of witnesses, with their addresses, whom the employee expects to call; the proposed city for the hearing site, with justification for holding the hearing in that city; and recommended alternative dates for the hearing; which should be within 40 days from filing the Petition;

(6) A statement of the grounds upon which the employee objects to the Postal Service's determination of the existence or amount of the debt, or to the proposed offset schedule. This statement should identify and explain with reasonable specificity and brevity the facts, evidence, and legal arguments, if any, which the employee believes support his or her position;

(7) Copies of all records in the employee's possession which relate to the debt; and

(8) If an employee contends that the Postal Service's proposed offset schedule would result in a severe financial hardship on the employee and his or her spouse and dependents, an alternative offset schedule, and a statement and supporting documents indicating for the employee and his or her spouse and dependents for the one year preceding the Postal Service's notice and for the repayment period proposed by the employee in his or her altenative offset schedule, their total income from all sources; assets; liabilities; number of dependents; and expenses for food, housing, clothing, transportation, medical care, and exceptional expenses, if any.

(c) The employee may, if necessary, file with the Recorder, additional information as a Supplement to the Petition on or before the thirtieth (30th) calendar day following the employee's receipt of the Postal Service's "Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act."

§ 961.5 Effect of Petition filing.

Upon receipt and docketing of the employee's Petition for a hearing, the Recorder will notify the Postmaster/ Installation Head and the General Counsel that the Petition has been filed and that pursuant to Section 5 of the Debt Collection Act, a timely-filed Petition for a hearing stays further collection action.

§ 961.6 Filing, docketing and serving documents; computation of time; representation of parties.

(a) *Filing.* All documents relating to the Debt Collection Act hearing proceedings must be filed by the employee or the General Counsel with the Recorder. (Normal Recorder office business hours are between 8:15 a.m. and 4:45 p.m., eastern standard or daylight saving time as appropriate during the year.) The Recorder will transmit a copy of each document filed to the other party, and the original to the Hearing Official.

(b) *Docketing.* The Recorder will maintain a docket record of Debt Collection Act hearing petition proceedings and will assign each employee Petition a docket number. After notification of the docket number, the employee and General Counsel should refer to it on any further filings regarding the Petition.

(c) *Time computation.* A filing period under the rules in this part excludes the day the period begins, and includes the last day of the period unless the last day is a Saturday, Sunday, or legal holiday, in which event the period runs until the close of business on the next business day.

(d) *Representation of parties.* After the filing of the Petition, further document transmittals for, or communications with, the Postmaster/ Installation Head or Postal Service shall be through their representative, the General Counsel, or, if an appropriate notice of appearance is filed, the General Counsel's designee. If a notice of appearance by an attorney authorized to practice law in any of the United States or the District of Columbia or a territory of the United States is filed in behalf of an employee, further transmissions of documents and other communications with the employee shall be made through his or her attorney rather than directly with the employee.

§ 961.7 Answer to Petition and Supplement to Petition.

If the employee's Petition states reasons to support the employee's position, within 15 days from notice of the Petition, the General Counsel shall file an Answer to the Petition, and attach all available relevant records and documents in support of the Postal Service's claim, and a list of witnesses the Postal Service intends to call if an oral hearing is granted. If the employee files a Supplement to the Petition, the General Counsel, within ten (10) calendar days from the filing of the Supplement with the Recorder must file any Supplemental Answer and records to support the position of the Postal Service.

§ 961.8 Hearing Official authority and responsibilities.

The Hearing Official shall provide a full and fair hearing. The proceedings must be expedited to ensure issuance of the final decision no later than 60 days after the filing of the employee's hearing Petition. The Hearing Official's authority includes, but is not limited to, the following:

(a) Ruling on all offers, motions or requests by the parties;

(b) Issuing any notices, orders or memoranda to the parties concerning the hearing proceedings;

(c) Using telephone conferences with the parties to expedite the proceedings. A memorandum of a telephone conference will be transmitted to both parties;

(d) Determining if an oral hearing should be held; and setting the place, date and time for the hearing or the taking of testimony by telephone conference;

(e) Administering oaths or affirmations to witnesses, and conducting the hearing in a manner to maintain discipline and decorum while assuring that relevant, reliable and probative evidence is elicited on the issues in dispute, but irrelevant, immaterial or repetitious evidence is excluded;

(f) Establishing the record in the case;

(g) Issuing the final decision orally or in writing no later than sixty (60) days after the filing of the employee's hearing Petition. When an oral decision is rendered, a written confirmation will thereafter be sent to the parties. The decision must include the determination of the amount and validity of the alleged debt and, where applicable, the repayment schedule. It should also include findings and reasons.

§ 961.9 Effect of Hearing Official's decision; motion for reconsideration.

The Hearing Official's decision shall be the final administrative determination on the employee's debt or repayment schedule. No reconsideration of the decision will be allowed unless a motion for reconsideration is filed by either party within 10 days from receipt of the decision and shows good reasons for reconsideration. Reconsideration will be allowed only in the discretion of the Hearing Official. A motion for reconsideration by the employee will not operate to stay the collection action authorized by the Hearing Official's decision.

§ 961.10 Waiver of employee rights.

The Hearing Official may determine the employee has waived his or her right to a hearing and the employee's pay shall be offset in accordance with the Postal Service's offset schedule, if the employee:

(a) Files a Petition for hearing after the end of the 15-day period allowed by the Act for filing the Petition, and fails to demonstrate to the satisfaction of the Hearing Official good cause for the delay;

(b) Has received notice to appear at an oral hearing but fails to do so without showing circumstances beyond the employee's control;

(c) Fails to file required submissions or to comply with orders of the Hearing Official, and the failure makes it difficult or impossible to hold the hearing or to issue the decision within the statutory time;

(d) Files a withdrawal of his or her Petition for a hearing with the Recorder.

§ 961.11 Ex parte communications.

Ex parte communications between a Hearing Official or his staff and a party shall not be made. This prohibition does not apply to procedural matters. A memorandum of any communication between the Hearing Official and a party will be transmitted to both parties.

W. Allen Sanders,

Associate General Counsel, Office of General Law and Administration.

[FR Doc. 86-528 Filed 1-9-86; 8:45 am]

BILLING CODE 7710-12-M

EXHIBIT C

Sample Letter of Notice for Salary Offsets Based on Federal Court Judgments

DATE

Dear (name of debtor):

This letter is to inform you that the Postal Service intends to collect, through salary offsets, the judgment entered against you in the amount of $____ by the (name of court) on (date judgment was entered).[1] Twenty-five percent of your current pay[2] will be deducted each pay period until the full amount you owe the Postal Service, represented by this judgment, is collected. This will amount to deductions of approximately $___ from each paycheck beginning with that issued on (date deductions are scheduled to start -- generally 15 days from date of notice). The deductions should last approximately ___ pay periods.

If you have any questions regarding this matter, please contact (name of appropriate official) at (address) or (telephone number) immediately.

Sincerely,

Postmaster/Installation Head

Enclosure

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[1] A copy of the judgment is enclosed.

[2] "Current pay" refers to that part of an employee's salary which remains after all required deductions -- normal retirement contributions, FICA and Medicare insurance taxes, Federal income tax, State and local income taxes, and employee-paid Federal health insurance premiums -- are made.

Exhibit D

US Postal Service

Payroll Deduction Authorization to Liquidate Postal Service Indebtedness

Definitions

* The terms "disposable pay" and "current pay" refer to that part of an employee's salary which remains after all required deductions, normal retirement contributions, FICA and Medicare insurance taxes, Federal, state, and local income taxes, and employee-paid Federal health insurance premiums, are made.

General Information

The postmaster/installation head completes this form in triplicate. Send part one and Form 1902, Justification for Billing Accounts Receivable, or Form 1903-D, Invoice and Statement, to the General Accounting Section of your servicing PDC. Send part two to personnel and part three to the employee.

Employee Name (as shown on paycheck)	Total Debt
SSN	Type of Offset ☐ Administrative (maximum 15% of disposable pay)* ☐ Court Judgement (maximum 25% of current pay)* ☐ Voluntary (no maximum)
Servicing PDC	
Home Address (Include ZIP + 4)	Postal Facility Where Employed (Include State and ZIP + 4)

Pay Period Deductions

(Note: A request must be received at the PDC no later than Tuesday of the week in which the pay period ends in order to be effective for that pay period.)

Deductions begin pay period _____; date _____.	Deduction per pay period: $_____ or _____% of disposable/current pay.*

Voluntary Authorization

I acknowledge that I am indebted to the Postal Service in the amount specified above, and I request that I be permitted to liquidate this debt through payroll deduction from my salary checks as indicated above. If, at the time of my separation from the Postal Service, this debt has not been fully satisfied, the Postal Service may apply any sums due me, without limitation, to the outstanding balance. I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief, and they are made of my own free will and at my direction.

Signature	Date

Involuntary Authorization

The employee has been notified of the Postal Service's determination of the debt set forth above and the applicable set-off procedures have been provided. Accordingly, the deductions may be made on an involuntary basis.

Authorized Individual's Printed Name, Title, and Signature	Date

Cancellation

☐ Cancel deduction in accordance with instructions on file in this office.

Authorized Individual's Printed Name, Title, and Signature	Date

Privacy Act Statement

The collection of this information is authorized by 39 USC S 401. This information will be used to settle a financial difference with the Postal Service. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigative or prosecutorial purposes, to a congressional office at your request, to OMB for review of private relief legislation, to a labor organization as required by the NLRA, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary. However, if this information is not provided, your personal situation may not be fully considered during the resolution of the difference.

PS Form **3239**, February 1986

CLEAN-UP WEEK

The week of June 16–20, 1986, has been designated as "National Postal Clean-up Week." The clean-up campaign is an annual reminder to all managers, supervisors and postmasters to stress continued improvements in the overall appearance of our facilities as well as a safe working environment. Clean-up is everyone's job, and should be emphasized to all employees. This campaign affords us an opportunity to assess both our own environment and the image we portray to our customers. Primary emphasis of the campaign will be on disposing of nonreparable and unused obsolete equipment, certain records and files, returning excess supplies and equipment to storage or supply centers, and cleaning all interior and exterior areas of the building. In addition, special emphasis should be placed on all areas of customer contact: lobby areas should be clean, neat and in a state of good repair; vending equipment should be in good condition and properly stocked; relay and collection boxes should be in good condition; and delivery vehicles should project a positive image of the Postal Service.

The following procedures provide the basic criteria for accomplishment of the campaign. A 50-item inspection checklist appears on pages 29 and 30 of this issue. All managers, postmasters or designated representatives must complete the checklist for all buildings under their jurisdiction. File the completed checklist at the local post office. Each office should begin preparation now in order to have the clean-up in full swing when the campaign starts.

I. Records Disposal

A. *Review Officer.* Appoint a records review officer at each office and at those sections of larger offices which accumulate major files.

B. *Control Schedules.* Review records control schedules in Exhibit 351.31, ADMINISTRATIVE SUPPORT MANUAL (ASM), relevant directives, handbooks, and current records preservation instructions that are in effect. Records preservation instructions take precedence over records control schedules. Records covered by such instructions are not to be destroyed until specific notice to do so has been issued.

C. *Eligible Records.* Follow instructions and destroy records eligible for disposal. Transfer from active office space to inactive storage areas records that are not required for active reference and not yet eligible for disposal. Records containing information about individuals must be destroyed, not simply discarded as waste, in accordance with ASM 351.7.

D. *Forms and Publications.* Review supplies of blank forms, publications, etc. Destroy superseded and obsolete copies. Return to stock current copies that are not needed.

II. Equipment and Supplies

A. *Search for and identify.*

1. Unreported excess equipment and supplies;
2. Poorly utilized equipment and space;
3. Idle equipment not a part of valid reserve stocks;
4. Misused equipment;
5. Nonreparable and obsolete equipment not in use. Initiate disposal action; and
6. Unserviceable equipment that is economically reparable. Initiate work order and repair action to restore in serviceable condition for reuse.

B. *Scrap.*

1. Do not retain items that are not economically reparable. It is seldom profitable for the USPS to repair or sell low cost items (e.g., acquisition cost of $50 or less) in a damaged, nonoperable condition.

2. Initiate project to immediately dispose of junk and scrap material. Arrange for on-site pickup if economical, or move material determined to be junk or scrap directly to local area dumps after obtaining authorization for local disposal from officials listed in ASM 728.2 and Handbook AS–701, Supply Management, chapter 7. Use municipal or postal vehicles when available to transport junk or scrap to local area dumps. When such vehicles are not available, employ private services.

3. In the case of inventoried capital items, prepare Form 969, Disposal of Personal Property and process according to procedures in ASM 728.35, and Handbook AS–701, chapter 7.

C. *Misused or unused equipment.*

1. If equipment items were not used during the 1985 Christmas mailing season, assume that no valid requirement exists and take appropriate steps to reallocate or dispose of the unused items.

2. Issue instructions to immediately eliminate use of rarely used mailhandling equipment, particularly skids, nutting trucks and hampers, and place in appropriate storage areas.

3. Institute a program to locate and inspect major items of equipment—conveyors, hamper dumpers, twine tying machines, and canceling machines—and take one or more of the following actions:

a. Put to proper use immediately.

b. Tag as appropriate and place in proper storage when the equipment cannot be used.

(1) Consolidate storage where feasible;

(2) Identify standby and seasonal requirements;

(3) Isolate and report excess. (See ASM 727.3 and Handbook AS–701, Chapter 6.)

c. Repair items that are economically reparable.

d. Dispose.

D. *Stored, intermingled property.*

1. Implement program to locate and inspect idle equipment and material now intermingled in various storage areas.

2. Upon inspection, segregate material and take one or more of the following actions:

a. Put into use.

b. Properly store:

(1) Consolidate storage where feasible;

(2) Identify standby and seasonal requirements;

(3) Isolate and report excess. (See ASM, 727.3 and Handbook AS–701, chapter 6.)

c. Repair.

d. Dispose.

E. *Supplies.*

1. Bulk quantities of new, unused GSA stores stock items in original containers may be returned to GSA supply depots. USPS will be credited at current GSA Stores Stock Catalog prices. Make arrangements with GSA for return, documentation and credit for excess GSA stores stock items. (See ASM 727.34 and Handbook AS–701, chapter 6.)

2. Because many of your excess supplies and forms may be obsolete, you must check with the supply centers before returning these excess items to them. Do not ship excess supplies and forms to the supply centers until you receive approval of your request. (See ASM 727.33 and Handbook AS–701, chapter 6.)

F. *Update records.*

1. Update excess listings of retained equipment. (See ASM–727.5 and Handbook AS–701, chapter 6.)

2. Report changes in accountability for capital equipment disposed of on Form 969 when required.

G. All quantities of mail transport equipment items at Equipment Inventory Reporting locations should be reported on the EIRS System in accordance with Container's Methods Handbook PO–502.

TMO's and Regions should redistribute any surplus MTE quantities based on this reported information.

In accordance with the BMC–MSC Supply Plan, field units are to return excess quantities (that which exceeds maximum stock levels) to designated concentration center areas, MBDs (PO Handbook 502), or use to supply the facility customers.

—Engineering & Technical Support Dept., 5–29–86.

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NO. 161

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

KENASTON INTERNATIONAL
P.O. Box 91992
225 17th Street
and
LYNDA BACHMAN
P.O. Box 91992
225 17th Street
West Vancouver, B.C.

INTERNATIONAL MONEY CLUB
35 Densley Ave., #490
Toronto, Ontario

Final Order. The tentative *Lottery Order* issued against the following has become final:

CANADA

WIN$MILL
P.O. Box 2209
Vancouver, B.C.

KENASTON INTERNATIONAL
P.O. Box 5700
1625 Fort St.
and
C.V. DEWITT
P.O. Box 5700
1625 Fort St.
Victoria, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10099–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 5–29–86.*

INSPECTION CHECKLIST

POST OFFICE	DATE OF INSPECTION	INSPECTED BY

	EVALUATION FACTOR	YES	NO	COMMENTS
A. EXTERIOR	1. Is the flag on display clean, and in good condition?			
	2. Is the flagpole in good condition and is the halyard functional?			
	3. Have interior and exterior of windows been cleaned?			
	4. Are the exterior areas and approach free of litter and extraneous material?			
	5. Are the doors painted or polished *(as applicable)*?			
	6. If applicable, are lawns cut and shrubbery trimmed?			
	7. Is the dock area clean?			
B. LOBBY	8. Are the vestibule and patrol area floors clean?			
	9. Are the lobby walls clean? Have all notices taped to walls, columns, etc. been removed?			
	10. Are all lobby postings restricted to bulletin boards?			
	11. Is the screen line clean?			
	12. Is the box line clean and polished?			
	13. Is the lobby lighting clean, functional and adequate?			
	14. Is the wall clock face clean?			
	15. Are lobby wastepaper baskets available and lined?			
	16. Are the customer desks clean?			
	17. Are sand urns and ashtrays available?			
	18. Are the required lobby signs posted?			
C. OFFICES	19. Has extraneous material been removed from tops of cabinets, corners, etc.?			
	20. Have obsolete forms and supplies been destroyed?			
	21. Have excess quantities of current materials been returned to supply centers?			
D. WORKROOM	22. Is the window clerk counter area neat and clean?			
	23. Is the workroom floor clean?			
	24. Are separation cases clean and painted?			
	25. Are emergency exit accesses clear and free?			

INSPECTION CHECKLIST *(Continued)*

	EVALUATION FACTOR	YES	NO	COMMENTS
D. WORKROOM (Cont.)	26. Has extraneous matter been removed from tops of cases and cabinets?			
	27. Are walls, ducts and ceilings clean?			
	28. Are trash containers in the workroom available, in ample supply, lined, and clean?			
	29. Are ash trays available?			
	30. Are walls free of postings, tape, etc.?			
	31. Are visual aids in good condition, clean, and are they necessary?			
	32. Has the area been purged of all excess equipment?			
	33. Are venetian blinds or window coverings functional and clean?			
	34. Are window sills free of material and clean?			
	35. Are heating and/or ventilating equipment, grilles, etc., clean?			
	36. Are breakout passages free and clear of equipment and material?			
E. LUNCHROOM/LOCKER ROOM	37. Are tops of lockers clean and free of debris?			
	38. Are the inside of lockers neat and clean? *(Spot Check)*			
	39. Are table tops clean?			
	40. Are vending machines and the floor around them clean?			
	41. Are lights clean?			
	42. Are rest rooms clean?			
F. GENERAL	43. Are towels, soap, and toilet tissue available?			
	44. Are toilet fixtures in good condition and functional?			
	45. Are delivery vehicles clean and free of unneeded material?			
	46. Are equipment and materials stored and inventoried by category?			
	47. Are custodial and/or office supplies consolidated and neatly stored?			
	48. Is all window glass intact?			
	49. Do the conditions observed reflect that the employees are co-operating satisfactorily in keeping the building clean and neat?			
	50. Have the rules and guidelines regarding wearing of uniforms been reviewed with employees and are employees complying?			

MIGRATORY BIRD HUNTING AND CONSERVATION STAMP

The $7.50 Migratory Bird Hunting and Conservation stamp, 1986–87 Series, will be placed on sale July 1, 1986. Postmasters at all post offices with a demand for these stamps must immediately consider their requirements. In doing so, closely examine actual needs so as not to order excessive quantities of stamps. An increasing number of Migratory Bird Hunting and Conservation stamps is being ordered despite sales remaining fairly constant. This indicates overstocking by at least some post offices, resulting in unnecessary production and administrative costs.

Stamp Distribution Offices

Stamp Distribution Offices must review their inventory records for past issues of Migratory Bird Hunting and Conservation stamps and calculate the average number of stamps distributed. Requisition the appropriate quantity of the 1986–87 Series stamp rounded up to the proper ordering level.

Postmasters at Stamp Distribution Offices requiring these stamps in minimum lots of 3,000 stamps should immediately requisition them from the Bureau of Engraving and Printing on a Form 3356, *Stamp Requisition—Bulk Quantities,* using item number ***317.*** Order the stamps in quantities of 3,000; 6,000; 9,000; 12,000; 15,000; 30,000; 45,000; 60,000; 75,000 stamps and in multiples of 75,000 stamps to a maximum of 675,000 stamps per requisition.

Stamp Distribution Offices requiring less than 3,000 stamps must immediately submit separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office,* to their Regional Accountable Paper Depositories.

Each Management Sectional Center will automatically receive an initial supply of 200 Posters 3–122, *Waterfowlers—Attention.* Additional posters, if needed, may be ordered from the Area Supply Center using Form 7380, *Supply Center Requisition.*

Associate Offices

To allow postmasters to order the 1986–87 Series stamp in quantities closely corresponding to demand, the minimum ordering quantity is reduced from 15 to 5 stamps. However, postmasters should order full panes of 30 stamps whenever practical. Examine inventory records to determine the average number of stamps sold for several previous issues. Order the appropriate number of the 1986–87 Series stamp, rounded up to multiples of 5 or 30 stamps.

Before June 10, 1986, postmasters must submit separate Forms 17A to their Stamp Distribution Offices for the quantity of $7.50 Migratory Bird Hunting and Conservation stamps to last until March 1, 1987. Postmasters with Philatelic Centers should order according to philatelic demand. Attach to the Form 17A a memorandum stating the number of Posters 3–122 needed for the main offices and classified units. Requisition additional stamps from the Stamp Distribution Office if the initial supply is not adequate to last until March 1, 1987.

Hunting Regulations Pamphlets

The Department of the Interior does not automatically distribute pamphlets on hunting regulations because Migratory Game Bird laws vary by state. Poster 3–122 directs inquiries concerning hunting regulations to the State Wildlife Agency or a regional office of the U.S. Fish and Wildlife Service. Addresses for regional offices of U.S. Fish and Wildlife Service appear on the Poster 3–122.—*Marketing Dept., 5–29–86.*

IT IS NEVER TOO LATE
★ TO JOIN THE TEAM ★
BUY U.S. SAVINGS BONDS

POST OFFICE CHANGES NUMBER 11

[Supplemental to 1986 National Five-Digit ZIP Code and Post Office Directory]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	011880	35450	AL	Coatopa	Sumter		Post Office	4-30-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Coatopa, AL 35470 as last line of address.
NEW	014990	35470	AL	Livingston	Sumter	Coatopa	Place Name	4-30-86	
OLD	013010	35558	AL	Fernbank	Lamar		Post Office	4-30-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Fernbank, AL 35576 as last line of address.
NEW	015540	35576	AL	Millport	Lamar	Fernbank	Place Name	4-30-86	
OLD	013960	35476	AL	Havana	Hale		Post Office	4-30-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Havana, AL 35474 as last line of address.
NEW	015700	35474	AL	Moundville	Hale	Havana	Place Name	4-30-86	
OLD	013680	35562	AL	Grayson	Winston		Post Office	4-30-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Grayson, AL 35572 as last line of address.
NEW	014230	35572	AL	Houston	Winston	Grayson	Place Name	4-30-86	
OLD	016660	35129	AL	Praco	Jefferson		Post Office	4-30-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Praco, AL 35130 as last line of address.
NEW	016750	35130	AL	Quinton	Jefferson	Praco	Place Name	4-30-86	
OLD									Community Post Office established.
NEW	032997	86549	AZ	Fort Defiance	Apache	Sawmill	Community Post Office.	7-01-86	
OLD									Community Post Office established.
NEW	033293	86540	AZ	Ganado	Apache	Nazlini	Community Post Office.	7-01-86	
OLD									Community Post Office established.
NEW	037733	86341	AZ	Sedona	Coconino	Oak Creek	Community Post Office.	7-01-86	
OLD	041775	72522	AR	Charlotte	Independence		Post Office	12-28-85	Post Office and ZIP Code discontinued. Establish as a Community Post Office. Use Charlotte, AR 72501 as last line of address.
NEW	040576	72501	AR	Batesville	Independence	Charlotte	Community Post Office.	12-28-85	
OLD									New ZIP Code assigned to Delivery Area.
NEW	051554	92013	CA	Chula Vista	San Diego	Main Office (New Delivery Area).	Post Office	7-01-86	
OLD									New ZIP Code assigned to Post Office Boxes at Main Office.
NEW	058682	92286	CA	Yucca Valley	San Bernardino	Main Office (Post Office Boxes).	Post Office	4-15-86	
OLD									New ZIP Code assigned to Delivery Area. Loveland, CO will become multi-coded office.
NEW	075706	80538	CO	Loveland	Larimer	Loveland (New Delivery Area).	Post Office	7-01-86	
OLD	203772	40436	KY	Hisel	Jackson		Post Office	5-31-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Hisel, KY 40447 as last line of address.
NEW	204912	40447	KY	McKee	Jackson	Hisel	Place Name	5-31-86	
OLD	205984	40466	KY	Patsey	Estill		Post Office	5-31-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Patsey, KY 40380 as last line of address.
NEW	207376	40380	KY	Stanton	Estill	Patsey	Place Name	5-31-86	

OLD	207528	42650	KY	Sunnybrook	Wayne		Post Office	5-16-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Sunnybrook, KY 42633 as last line of address.
NEW	205344	42633	KY	Monticello	Wayne	Sunnybrook	Place Name	5-16-86	
OLD	245916	02065	MA	Ocean Bluff	Plymouth		Post Office	4-12-86	Post Office discontinued. Retain ZIP Code. Establish as a Place Name. Use Ocean Bluff, MA 02065 as last line of address.
NEW	244386	02065	MA	Marshfield	Plymouth	Ocean Bluff	Place Name	4-12-86	
OLD	241568	02351	MA	North Abington	Plymouth		Post Office	5-15-86	Post Office name change to Abington, MA. Establish North Abington as a Place Name.
NEW	241568	02351	MA	Abington	Plymouth	North Abington	Place Name	5-15-86	
OLD	223270	04637	ME	Grand Lake Stream	Washington		Post Office	5-02-86	Post Office discontinued. Retain ZIP Code. Establish as a Community Post Office. Use Grand Stream Lake, ME 04637 as last line of address.
NEW	220960	04637	ME	Princeton	Washington	Grand Lake Stream	Community Post Office.	5-02-86	
OLD	270234	38604	MS	Askew	Panola		Post Office	4-25-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Askew, MS 38621 as last line of address.
NEW	271820	38621	MS	Crenshaw	Panola	Askew	Place Name	4-25-86	
OLD	271417	38731	MS	Chatham	Washington		Post Office	4-30-86	Post Office discontinued. Retain ZIP Code. Establish as a Community Post Office. Use Chatham, MS 38731 as last line of address.
NEW	273094	38731	MS	Greenville	Washington	Chatham	Community Post Office.	4-30-86	
OLD	277783	38672	MS	Stovall	Coahoma		Post Office	4-25-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Stovall, MS 38614 as last line of address.
NEW	271495	38614	MS	Clarksdale	Coahoma	Stovall	Place Name	4-25-86	
OLD	280582	65435	MO	Berryman	Crawford		Post Office	6-01-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Berryman, MO 65565 as last line of address.
NEW	287590	65565	MO	Steelville	Crawford	Berryman	Place Name	6-01-86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	321470	03302	NH	Concord	Merrimack	Main Office (Post Office Boxes).	Post Office	5-15-86	
OLD									Community Post Office established.
NEW	341890	87347	NM	Continental Divide	McKinley	Jamestown	Community Post Office.	5-15-86	
OLD	347056	87321	NM	Ramah	Valencia	Pinehill	Community Post Office.	1-01-86	New ZIP Code assigned to Community Post Office. Retain ZIP Code 87321 for Ramah, NM. Use Pinehill, NM 87357 as last line of address.
NEW	347056	87357	NM	Ramah	Valencia	Pinehill	Community Post Office.	1-01-86	
OLD									Community Post Office established.
NEW	348736	87455	NM	Tohatchi	McKinley	Newcomb	Community Post Office.	1-01-86	
OLD	353495	12437	NY	Halcott Center	Greene		Post Office	5-31-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Halcott Center, NY 12430 as last line of address.
NEW	352875	12430	NY	Fleischmanns	Greene	Halcott Center	Place Name	5-31-86	
OLD	356380	13430	NY	Paris Station	Oneida		Post Office	6-03-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Paris Station, NY 13456 as last line of address.
NEW	357500	13456	NY	Sauquoit	Oneida	Paris Station	Place Name	6-03-86	
OLD	360944	28322	NC	Bowdens	Duplin		Post Office	5-30-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Bowdens, NC 28398 as last line of address.
NEW	368336	28398	NC	Warsaw	Duplin	Bowdens	Place Name	5-30-86	
OLD	392805	73935	OK	Elmwood	Beaver		Post Office	5-31-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Elmwood, OK 73935 as last line of address.
NEW	390583	73935	OK	Beaver	Beaver	Elmwood	Community Post Office.	5-31-86	
OLD	433780	02827	RI	Greene	Kent		Post Office	5-12-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Greene, RI 02827 as last line of address.
NEW	432360	02827	RI	Coventry	Kent	Greene	Community Post Office.	5-12-86	

POST OFFICE CHANGES NUMBER 11—Continued

[Supplemental to 1986 National Five-Digit ZIP Code and Post Office Directory]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	453320	29441	SC	Georgetown	Georgetown	Plantersville	Community Post Office.	2-06-86	Community Post Office and ZIP Code discontinued. Send Mail to Georgetown, SC 29440.
NEW									
OLD	455860	29466	SC	Moncks Corner	Berkeley	Oakley	Place Name	5-15-86	ZIP Code of Place Name changed to correct National Directory.
NEW	455860	29461	SC	Moncks Corner	Berkeley	Oakley	Place Name	5-15-86	
OLD	468892	57379	SD	Virgil	Beadle		Post Office	5-26-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Virgil, SD 57379 as last line of address.
NEW	469702	57379	SD	Wolsey	Beadle	Virgil	Place Name	5-26-86	
OLD									New ZIP Code assigned to Delivery Area. This is a split of ZIP Code 38115.
NEW	475664	38125	TN	Memphis	Shelby	Hickory Hills (New Delivery Area).	Classified Branch	7-01-86	
OLD									New ZIP Code assigned to Delivery Area. This is a split of ZIP Code 78130. New Braunfels, TX will become multi-coded office.
NEW	486320	78132	TX	New Braunfels	Comal	Main Office (New Delivery Area).	Post Office	7-01-86	
OLD									Community Post Office established.
NEW	496698	84762	UT	Panquitch	Garfield	Duck Creek Village	Community Post Office.	5-15-86	
OLD									New ZIP Code assigned to Delivery Area.
NEW	548820	98682	WA	Vancouver	Clark	Main Office (New Delivery Area).	Post Office	7-01-86	
OLD	551176	26336	WV	Burnt House	Ritchie		Post Office	5-23-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Burnt House, WV 26178 as last line of address.
NEW	557596	26178	WV	Smithville	Ritchie	Burnt House	Place Name	5-23-86	
OLD	566170	54862	WI	Ojibwa	Sawyer		Post Office	6-13-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Ojibwa, WI 54862 as last line of address.
NEW	569060	54862	WI	Winter	Sawyer	Ojibwa	Community Post Office.	6-13-86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	568690	54402	WI	Wausau	Marathon	Wausau (Post Office Boxes).	Post Office	7-01-86	

—Delivery Services Dept., 5-29-86.

CUSTODIAL PRODUCTS—APPROVED SOURCES

The Engineering & Technical Support and Procurement and Supply Departments have been conducting an Approved Sources Testing Program for custodial products. As a result of the tests, the Postal Service will, in the near future, negotiate master buying agreements with the manufacturers of the products listed below. The agreements will provide all the necessary information regarding purchases from these approved vendors, including price, method, and locations for order placement, how to deal with problems and deficiencies, etc. This information will be published in a future POSTAL BULLETIN and *Supply Bulletin*.

Until the master buying agreements are negotiated, local offices and procurement offices may buy these approved products from local sources. No justification is required to buy the products listed below rather than GSA products.

The following is an updated list superseding the previous listing issued by POSTAL BULLETIN 21546, 12/26/85, of floor strippers, finishes, sealers, and equipment.

Floor Strippers

Manufacturer	Product
Airwick Inter. LTD	Liberty
Allied Enterprises Inc	Stripal
Brulin & Company	Sudsdown
Butcher Polish Co	No Scrub Non-Ammoniated
Calgon Corporation	Product #317
Calgon Corporation	Stock #291
Capitol Chem. Industries Inc	Less Work
Certified Labs	First Step
Chemtex Inter. LTD	Special
Castle Chemical Company (formerly Colorado/ Wyoming).	Erase
CRS Industries Inc	Formula 375
Globe Associates	Olde World Heavy Duty Concentrate
Hillyard Inc	Proline Item #3610
S. C. Johnson & Sons Inc	Bravo
Lamont Labs Inc	Strip-T-Stripper
Masury-Columbia Inc	Remover
Masury-Columbia Inc	Zip
National Labs Lehn & Fenk	Clean Start
National Labs, Lehn & Fenk	N-L Wax Stripper
Portion-Pac Chemical Corp	Strip Pac/4
Purex Corporation	Superscope
Southend Janitorial	Flo-Shine Cowboy
Vestal Laboratories Inc	Deep Strip
ZEP Manufacturing Inc	Zeparade
ZEP Manufacturing Inc	"Time Saver"

Floor Finishes

Manufacturer	Product
Airwick Inter. LTD	Confidence
Brighton Industries	Luster
Brulin & Company	Classic
Butcher Polish Co	Prime Coat Floor

Floor Finishes—Continued

Manufacturer	Product
Capitol Chem. Industries Inc	Renaissance
Castle Chemical Company (formerly Colorado/ Wyoming).	SSTX–400
Chemtex Inter. LTD	Supershine
CRS Industries	Formula 190 "Diamond"
Freedom Coating Company, Inc.	Duraflex #2500 (Finish/ Sealer)
Handi-Clean Products Inc	Handi-Coat
Hillyard Inc	Proline Item #3680
S. C. Johnson & Sons Inc	Complete
Lamont Labs Inc	Futura
Masury-Columbia Inc	Paragon "VHS"
National Chemsearch	Headliner
National Labs, Lehn & Fenk	Metzlist
National Labs, Lehn & Fenk	Metzlist 20
National Labs, Lehn & Fenk	Shynebrite
Purex Coporation	De-Fense
Southend Janitorial	Flo-Shine Flo Flex
Southend Janitorial	Flo-Shine Black Gloss
Spectrowax	Clearchrome
Sutter US Inc	Taski Wiwax
Vestal Laboratories Inc	Command Performance
Vestal Laboratories Inc	Vestal "1776"
ZEP Manufacturing Inc.	Zep Shield

Floor Sealers

Manufacturer	Product
Airwick Industries Inc	Padlock
Brighton Industries	Preserve
Brulin & Company	Prep-Floor
Butcher Polish Co	Iron Stone Acrylic
Capitol Chem. Industries Inc	Black Floor Film
Castle Chemical Company (formerly Colorado/ Wyoming).	Satin Floor Clean-Seal
Chemtex Inter. LTD	Supper Sealer
CRS Industries	Formula 55-Black Tile
Freedom Coating Company, Inc.	Duraflex #2500 (Finish/ Sealer)
Lamont Labs Inc	Mirror-Seal
National Chemsearch	Bond-X
National Labs, Lehn & Fenk	Duration
Purex Corporation	Franklin BD Black Floor Dressing
Purex Corporation	Super Guard
Southend Janitorial	Flo-Shine Floor Sealer
Sutter US Inc	Taski P44
Zep Manufacturing Inc	Zep Tone

Floor Equipment

Manufacturer	Product
Advance Machine Company	Dry Vacuum (Papoose)
Advance Machine Company	Upright Carpet Vacuum (CarpeTwin)
Advance Machine Company	Carpet Extrator (Aquatron)
Advance Machine Company	Walker-Sweeper (Model Retriever 360–B)
Advance Machine Company	Walker-Sweeper, Push Powered (Minitriever)

Floor Equipment—Continued

Manufacturer	Product
Advance Machine Company	Rider-Sweeper (Model Retriever 3600)
Advance Machine Company	Rider-Sweeper (Model 5600)
Advance Machine Company	Scubber (Mobilmatic 20)
Advance Machine Company	Floor Polisher (Matador 20NS)
Advance Machine Company	Floor Polisher (All Purpose Matador 20)
Advance Machine Company	Scrubber (Convertamatic 26B)
Advance Machine Company	Burnisher/Polisher (Model 1100E)
Advance Machine Company	Burnisher/Polisher (Model 1500E)
Advance Machine Company	Burnisher/Polisher (Model 2000E)
Advance Machine Company	Rider-Scrubber (Model 5000B)
Advance Machine Company	Walk Behind Scrubber (Model Trac 280)

Floor Equipment—Continued

Manufacturer	Product
Advance Machine Company	Wet/Dry Vacuum (Model Sprite)
Advance Machine Company	Pressure Washer (Model 1000)
Clarke Division (McGraw-Edison Co.).	Polisher (Model FM-2300)
Sutter US Inc	Cleaning Machine (Taski-Mono 42HS)
Tennant Company	Sweeper (Model 186HD)
Tennant Company	Sweeper (Model 140E3B)
Tennant Company	Sweeper (Model 215)
Tennant Company	Sweeper (Model 240EH)
Tennant Company	Scrubber (432ES)
Tennant Company	Sweeper/Rider (Model 240)
Tennant Company	Sweeper/Rider (Model 255)

—Engineering & Technical Support and Procurement & Supply Depts., 5–29–86.

INTERNATIONAL MAIL TRANSIT TIME SURVEY, JUNE 9–JUNE 21, 1986

The U.S. Postal Service will participate in an international mail transit time test beginning June 9 and concluding June 21, 1986. The test resulted from a Universal Postal Union (UPU) resolution sponsored by the Postal Service to improve international mail service between UPU member countries.

In January 1986, the UPU conducted an initial test of the transit time system. The system assesses point-to-point transmission of international mail between a designated international exchange office and selected delivery offices. Based on the results from the initial test, the UPU will conduct periodic tests between countries.

As part of this test, the U.S.P.S. will sample mail from the following countries:

Benin	Niger
Chad	Senegal
Djibouti	Sierra Leone
Ethiopia	Togo
Ivory Coast	Uganda
Lesotho	Zimbabwe

AMF Kennedy

AMF Kennedy is the designated international exchange office for this test. AMF Kennedy will follow these procedures:

1. Randomly select five pieces of LC (letters) mail from *each* country listed above.
2. Complete the top portion of the transit time card (See Example A).
3. Attach the completed card to the reverse (nonaddress side) of the mailpiece. Attach the mailpiece to the card by moistening the left and right edges, folding the edges on the perforated lines and sticking the card to the mailpiece.
4. Mark the mailpiece with a circled "X" on the address side.
5. Place the mailpiece back into the mail stream and process accordingly.

Destinating Post Offices

Destinating post offices must follow these procedures:

1. Remove the transit time card from the mailpiece.
2. Complete the lower portion of the transit time card (See Example B). Indicate only the date of receipt and the date the letter is actually ready for delivery.
3. Mail the card to the UPU. The card is preaddressed and no postage is necessary. The endorsement "Service Des Postes" on the card indicates penalty mail and should be treated as originating official U.S.P.S. mail.

—Mail Processing Dept., 5–29–86.

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
CO, Durango 81301–4232	Kenneth D. Sinks, Jr., d/b/a Rocky Mountain Traders & Rocky Mountain Traders Future Millionaires Society, 125 East 32nd Street, Suite 810.	A promotion called Rocky Mountain Traders and Rocky Mountain Traders Future Millionaires Society offering up to $98,415.00 in profits or earnings.
OH, Warren 44482–4284	"Millionaire", P.O. Box 4284	"Millionaire" or any other moneymaking plans.

—Judicial Officer, 5–29–86.

Fold, then stick (address side inwards)!

UPU — CONTROL OF TRANSMISSION TIME

To be completed by the office of exchange of destination

Item concerned	☒ LC ☐ AO	☐ CP
Office of posting: BENIN CITY	Place of destination: WASHINGTON, DC	Date of posting: 5/15/86
Mail concerned	Forwarding method: ☐ Surface ☒ Air	☐ S.A.L.
Dispatching office of exchange: BENIN CITY	Country: BENIN	Date of dispatch: 5/17/86
Administration(s) of transit: N/A		
Office of exchange of destination: AMF KENNEDY	Country: USA	Date of arrival: 5/18/86
Date of dispatch to the delivery office (after any customs clearance): 5/19/86		

To be completed by the delivery office

Date of arrival of the item	Date of arrival of the dispatch note (CP 2)	Date of presentation for delivery or advice to the addressee for collection

INSTRUCTIONS FOR THE DELIVERY OFFICE

The transmission time of the attached item can be checked by means of this card. Your cooperation will help to improve the world postal service.

Please remove the card, enter the necessary data and send it immediately BY AIRMAIL "ON POSTAL SERVICE" to the address given overleaf.

Fold, then stick (address side inwards)!

EXAMPLE A—To be completed by AMF Kennedy

Fold, then stick (address side inwards)!

UPU — CONTROL OF TRANSMISSION TIME

To be completed by the office of exchange of destination

Item concerned	☐ LC ☐ AO	☐ CP
Office of posting	Place of destination	Date of posting
Mail concerned	Forwarding method: ☐ Surface ☐ Air	☐ S.A.L.
Dispatching office of exchange	Country	Date of dispatch
Administration(s) of transit		
Office of exchange of destination	Country	Date of arrival
Date of dispatch to the delivery office (after any customs clearance)		

To be completed by the delivery office

Date of arrival of the item	Date of arrival of the dispatch note (CP 2)	Date of presentation for delivery or advice to the addressee for collection
6/10/86	N/A	6/10/86

INSTRUCTIONS FOR THE DELIVERY OFFICE

The transmission time of the attached item can be checked by means of this card. Your cooperation will help to improve the world postal service.

Please remove the card, enter the necessary data and send it immediately BY AIRMAIL "ON POSTAL SERVICE" to the address given overleaf.

Fold, then stick (address side inwards)!

EXAMPLE B—To be completed by Destinating Post Office

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21567** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010004	101162	283096	335030	462213	626029	773050	907252	945294
010012	101275	283111	335034	462215	631185	781007	910210	945304
010300	101397	283124	335037	464010	631291	782199	913300	951143
011010	101433	292146	335058	464065	631300	782208	913374	951189
011018	101485	294061	335166	468053	631329	782240	913392	954076
014310	101516	294131	335176	468063	641073	782251	917236	954212
018114	101727	294143	335189	477013	641272	784125	917480	958131
018129	101786	303374	335246	478008	641523	800069	917553	958139
019030	101802	303408	335566	489029	672143	801009	917556	958143
019037	103009	303508	336042	489200	701437	801012	917562	958154
021016	109002	303511	336043	500010	705002	802275	917599	960016
021064	109017	303531	336049	511625	705116	802276	921321	968195
021147	112001	303537	336077	520023	705166	802436	921344	968203
021188	112004	303539	336225	520025	706078	802442	921416	968224
021321	112129	303565	336616	532223	711218	802450	924071	981134
021360	112143	303578	336624	537024	713036	802465	924077	981293
021401	112197	303624	336630	537057	731220	802468	924103	981353
021449	113083	303634	337038	551123	731241	802471	924107	981401
021491	114071	303637	337080	551133	741273	809033	924111	981478
021500	115831	314118	337514	551186	741412	837053	926462	981481
021501	115851	319005	339301	554221	741421	837060	926638	981510
025005	117163	322368	372195	600372	750090	841003	926722	981511
027033	117204	323045	374077	601012	752194	841024	926731	981525
031012	117259	323047	374102	601083	760246	846013	926738	981535
031014	142146	324390	392120	601230	760261	850009	926742	981559
038080	146215	325106	393042	601379	760265	850095	926775	981571
066045	165032	328104	402003	601406	760280	850329	926777	981573
066054	181020	328154	402143	601514	761111	850360	926825	981611
069219	191413	331328	415002	601651	762006	856016	926845	985020
069220	191506	331555	420006	602015	770037	891104	927022	989019
069241	198036	331573	430008	605503	770072	891223	927311	989039
069250	200381	331623	432155	607263	770219	901037	931008	995194
069251	200392	331700	432174	607488	770343	901060	931817	995230
071463	200426	333252	432186	607627	770400	901118	931818	997087
075094	229053	333349	439201	612021	770401	901234	931830	997088
075097	232015	333367	452267	616035	770544	901391	931879	997089
078003	235110	333708	452303	616036	770601	901455	931889	997090
079024	253057	333726	452333	616037	770632	902082	935020	997110
079070	275049	333740	452339	616038	770717	902436	937070	
079378	282125	334001	454094	616039	770783	902437	937104	
080112	282187	334028	460006	616040	770831	902451	945251	
080115	282193	334049	462208	620005	770870	902452	945271	
085006	283093	335022	462211	625002	770882	907238	945285	

—Marketing Dept., 5–29–86.

SAFETY BULLETIN

No. 86-2

OFFICE PARTITIONS MANUFACTURED BY DELTA MANUFACTURING AND SALES INC., ARLINGTON, TEXAS

The Postal Service has recently been informed that a potential safety hazard exists with office partitions manufactured by the subject company. Tests performed by the General Services Administration (GSA) indicate that Delta-manufactured office partitions exceed the maximum allowable ratings for flame spread and smoke generation when tested in accordance with ASTM E-84 "Standard Test Method for Surface Burning Characteristics of Building Materials". As a result of the unacceptable ratings, GSA has requested that all partitions manufactured by Delta be removed from service as soon as possible.

IDENTIFICATION

Each installation head should immediately arrange to have a survey conducted within their area to determine the location and number of partitions, and provide a report to GSA by **June 20, 1986.** All Delta partitions have exposed aluminum frames and a unique corner cap configuration with 3 rivets at the top rail near one end. To confirm that a partition is made by Delta, look for the identification label which is located on the bottom rail of the partition. Persons conducting the survey should record the contract number and date of manufacture from each partition.

DISPOSITION

The installation head is to send a report detailing the quantity of partitions, the contract number and date of manufacture of each Delta partition to GSA no later than **June 20, 1986.** Send reports to: General Services Administration, Federal Supply Service/FQ/FQA, 1941 Jefferson Davis Highway, Room 1122, Washington, DC 20406-0001, Attn: Mr. Lewis Holley. Reporting offices must include a complete address and commercial telephone number. The above office will provide disposition instructions.

REPLACEMENT

GSA has informed us that credit or reimbursement will be prorated based on an expected service life of 10 years. Offices desiring replacements as a result of this bulletin should submit normal Fed/Milstrip requisitions. Estimated delivery times are 90-120 days after order placement. If you require faster replacement you may place orders by letter to the above address. Use the full Fed/Milstrip format and identify the document with the letters "AEO", to ensure a proper response.

Questions regarding replacement of the partitions can be directed to Mr. Lewis Holley, GSA Quality Control Specialist who can be reached at (703) 557-7997.

PLEASE POST ON BULLETIN BOARD

Originating Office:
Office of Safety and Health
Employee Relations Department

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition*, to the Eastern Area Supply Center, Somerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21569

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21569—June 5, 1986—48 Pages

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Message From the Postmaster General

PMG's FLAG DAY/PAUSE FOR THE PLEDGE MESSAGE

In his 1985 Proclamation of Flag Day and National Flag Week, President Reagan described the American flag as "the leading symbol of the nation we love and an emblem recognized around the world as a sign of our unity and devotion to freedom."

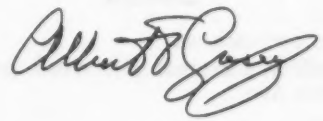
The Star-spangled Banner, the Stars and Stripes, Old Glory—while it has acquired many names, our flag represents the unique, yet paradoxical, strength of our nation: the union of diversity. Our founding fathers formed a country united in purpose but built on individuality. We have brought together diverse races and heritages, creeds and religions to create a cohesive people, and our separate states nevertheless combine to make one nation.

The American flag symbolizes the historic continuity of this heritage: each new state adds a new star; yet the original 13 are remembered in the unchanging stripes.

On June 14th each year, we pause to honor this legacy and its enduring values in Flag Day celebrations. It is a heritage not without price: at Yorktown and Baltimore Harbor, at Gettysburg and San Juan Hill, at the Marne and Iwo Jima, at the Chosin Reservoir and Cam Ranh Bay, at Beirut and Tripoli.

To commemorate "our unity and devotion to freedom" and the sacrifices made to preserve it, the Postal Service offers a special Flag Day/Pause for the Pledge cancellation from May 1 to June 14th. This cancellation is available in 51 cities across the country with die hubs provided through the National Flag Day Foundation. In addition, at 7:00 EDT on June 14th, the Foundation sponsors a nationwide Pause for the Pledge of Allegiance: "I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Like all Americans, I am proud to say these words and proud to recall the heritage that they honor. And on this Flag Day, I hope you will join in the celebrations.



ALBERT V. CASEY,
Postmaster General.

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P 1.3:

1-CENT MARGARET MITCHELL REGULAR STAMP

The 1-cent Margaret Mitchell regular stamp will be placed on sale June 30, 1986, in Atlanta, GA. Mitchell, an American novelist, wrote one of the most successful best sellers ever written, *Gone With The Wind.* When *Gone With The Wind* was published in 1936, it became a publishing phenomenon, reaching a sales record of 50,000 copies in one day.

Do Not Sell Before July 1, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 100.

Collector information is on page 41.

Supply. An automatic distribution will be made to post offices with authorized philatelic centers only. Refer to POSTAL BULLETIN dated February 27, 1986, for automatic quantities being shipped. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices are encouraged to order sufficient quantities to meet philatelic demand.*

Bulk Quantities. Post offices with 950 or more revenue units requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities,* to the Bureau of Engraving and Printing, using ***item number 051.*** Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5 million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring these stamps should requisition them immediately from their designated stamp distribution offices on separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—Marketing Dept., 6–5–86.

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NO. 162

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

Kenaston International
P.O. Box 940
5010—48th Ave.
and
Frederick Russell
P.O. Box 940
5010—48th Ave.
Delta, B.C.

Kenaston International
P.O. Box 35607
2021 W. 42nd Ave.
and
Jan Friesen
P.O. Box 35607
2021 W. 42nd Ave.
Vancouver, B.C.

Princess Enterprises
Box 80565
6025 Sussex
Burnaby, B.C.

CANADA—Continued

Lucky Strike Properties Ltd.
Suite 405
5519 6th Street, SE
Calgary, Alberta

Belmont International Marketing
P.O. Box 48808, Dept. 533,
Bentall Centre
Vancouver, B.C.

Kenaston International
P.O. Box 23800
and
Nina Heller
P.O. Box 23800
Vancouver A.M.F., B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10199-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSC's and designated International Exchange Offices.—*Judicial Officer, 6–5–86.*

ASM and Pub. 41 Revisions

POSTAL SERVICE CONTRACTING AUTHORITY

The changes to USPS contracting and local purchasing authority made by this article will be issued in a forthcoming PCM Circular revising Pub. 41, POSTAL CONTRACTING MANUAL (PCM). The changes here are limited to PCM 1-201.4, Head of Procuring Activity; Exhibit 1-401a, Contracting Authority; and Exhibit 1-401b, Local Purchasing Authority. The changes to exhibit 1-401.lb will also appear in Issue 5 of the ADMINISTRATIVE SUPPORT MANUAL (ASM).

Managers, at all levels, must ensure that personnel under their supervision do not enter into contracts outside the field in which they have authority to contract (e.g., supplies and services, construction, mail transportation), nor enter into contracts costing more than the dollar limits placed on their contracting authority. Approval authority (the authority to approve expenditure of funds) must not be confused with contracting authority. Only contracting officers may sign contracts for the Postal Service. Heads of Procuring Activities are designated contracting officers solely by virtue of their positions. Contracting Officers below the level of Head of Procuring Activity are selected and appointed based on their qualifications in areas such as training, experience, business judgment, character, and reputation.

Contracting Authority for Personal Property and Services

The Head of Procuring Activity designated by PCM 1-201.5 for regional procurements of supplies and services within delegated authority is changed from the General Manager, Procurement Division, to the Director, Procurement and Materiel Management Service Center. The titles of all other Heads of Procuring Activity in this area are not affected by reorganization changes.

The direct contracting authority of the Directors, Procurement and Materiel Management Service Center, is unlimited. Contracting Authority may be delegated to Service Center Procurement Branch Managers, limited to $500,000, and to Service Office Managers, limited to $200,000. Additional Service Center and Service Office contracting officers may be appointed but only by the Director, Procurement and Materiel Management Service Center. Delegations must be by name and title. Procurement and Materiel Management Service Centers and Service Offices have no contracting authority for construction.

The General Managers/Postmasters of the new divisions and special divisions have broad authority to *manage* their divisions' contracting functions—however, they are neither heads of the procuring activity nor contracting officers and *do not* have direct contracting authority. At the divisions, the new contracting function includes issuing delivery orders (no limit) and making informal purchases ($25,000 or less). At the special divisions, the new contracting function includes informal purchasing and formal purchases to $200,000. The delegation of $25,000 authority to the divisions and $200,000 authority to the special divisions for supplies and services is across-the-board and not discretionary. However, contracting authority in the divisions and special divisions can only be exercised by personnel with contracting officer appointments issued by the Director, Procurement and Materiel Management Service Center, as head of procuring activity. Appointments may be issued to appropriate personnel such as the Manager, Support Services, or Senior Procurement Specialist at the divisions, or the Manager, Procurement and Materiel Management, at the special divisions. Additional contracting officers may be appointed for a division, by name and title, but only by the Director, Procurement and Materiel Management Service Center.

Contracting Authority for Mail Transportation

Head of procuring activity responsibilities and contracting authority for mail transportation remain unchanged. See PCM, section 19.

Contracting Authority Related to Real Property

The Assistant Postmaster General, Facilities Department, is head of procuring activity for all Postal Service procurements which by law or custom are unique to architect-engineering services, construction, and real estate. The Director, Office of Design and Construction, Facilities Department, is head of procuring activity for Headquarters, regional, and field procurements of architect-engineer services, construction, and construction management services. The General Manager, Facilities Contracting Division, Facilities Department, is head of procuring activity for regional and field procurements of architect-engineer services, construction, and construction management services.

All contracting authority related to real property is shown in the following table.

Contracting Authorities, Facilities Department

Assistant Postmaster General

Direct contracting authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate, All Actions	No Limit	Selected personnel, designated by name & title
Buildings	No Limit	Selected personnel, designated by name & title

Director, Office of Real Estate

Direct contracting authority:

Real Estate, All Actions	No Limit	Selected personnel, designated by name & title

Director, Office of Design & Construction

Direct contracting authority:

Buildings	No Limit	Selected personnel, designated by name & title

General Manager, Facilities Contracting Division

Direct contracting authority:

Buildings	No Limit	Selected personnel, designated by name & title

Facilities Service Centers

Directors, Facilities Service Centers

Direct contracting authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	No Limit	General Manager, Real Estate Div. Manager, Realty Acquisition Branch
Purchase of Existing Leased Buildings	No Limit	General Manager, Real Estate Div. Manager, Realty Acquisition Branch
Leasing	No Limit	General Manager, Real Estate Div. Manager, Realty Acquisition Branch
Real Estate Support and Personnel Services	No Limit	General Manager, Real Estate Div.
Buildings		
Design (Includes A–E, Technical Support Personnel, and Constr. Management Services)	No Limit	General Manager, D&C Division Manager, Contracting & Support Br. *A–E Contracts* $25,000 Mgr. Support Svcs, Field Divisions *Term A–E Contracts* $500,000 total/$50,000 work order Mgr. Support Svcs, Field Divisions
Construction (includes Construction Materials and Mechanization)	No Limit	General Manager, D&C Division Manager, Contracting & Support Br. *Term Constr. Contracts* $500,000 total/$100,000 work order Mgr. Support Svcs, Field Divisions

General Managers, Real Estate Divisions

Contracting authority, if delegated by Director, Facilities Service Center:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	No Limit	Manager, Realty Acquisition Branch
Purchase of Existing Leased Buildings	No Limit	Manager, Realty Acquisition Branch
Leasing	No Limit	Manager, Realty Management Branch
Real Estate Support and Personnel Services	No Limit	No

Facilities Service Centers—Continued

General Managers, Design & Construction Divisions

Contracting authority, if delegated by Director, Facilities Service Center:

Buildings		
Design (Includes A–E, Technical Support Personnel and Constr. Management Services)	No Limit	Manager, Major Facilities Branch Manager, Design & Constr. Branch *A–E Contracts* $25,000 Mgr. Support Svcs, Field Divisions *Term A–E Contracts* $500,000 total/$50,000/work order Mgr. Support Svcs, Field Divisions
Construction (includes Construction Materials and Mechanization)	No Limit	Manager, Major Facilities Branch Manager, Design & Constr. Branch *Term Constr. Contracts* $500,000 total/$100,000/work order Mgr. Support Svcs, Field Divisions

Managers, Realty Acquisition Branches

Contracting authority, if delegated by General Manager, Real Estate Division:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$2,500,000	No
Purchase of Existing Leased Buildings	$5,000,000	No

Managers, Realty Management Branches

Contracting authority, if delegated by General Manager, Real Estate Division:

Real Estate		
Leasing	$500,000 annually $5,000,000 total	No

Managers, Major Facilities and Design & Construction Branches

Contracting authority, if delegated by Director, Facilities Service Center:

Buildings		
Design (Includes A–E, Technical Support Personnel and Constr. Management Services)	No Limit	No
Construction (includes Construction Materials and Mechanization	No Limit	No

Managers, Contracting & Support Branches

Contracting authority, if delegated by Director, Facilities Service Center:

Contracts for:	*Limitations:*	*May be delegated to:*
Buildings		
Design (Includes A–E and Construction Management Services)	No Limit	No
Construction (includes Construction Materials and Mechanization	No Limit	No

Facilities Service Offices

General Managers, Facilities Service Offices

Direct accounting authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$2,500,000	Manager, Real Estate Branch
Purchase of Existing Leased Buildings	$5,000,000	Manager, Real Estate Branch
Leasing	$500,000 annually $5,000,000 total	Manager, Real Estate Branch
Real Estate Support and Personnel Service	$500,000	No
Buildings		
Design (Includes A–E and Construction Management Services)	$500,000	Manager, D&C Branch *A–E Contracts* $25,000 Mgr., Support Svcs., Field Divisions *Term A–E Contracts* $500,000 total/$50,000/work order Mgr. Support Svcs, Field Divisions
Construction (includes Construction Materials and Mechanization)	$5,000,000	*Term Constr. Contracts* $500,000 total/$100,000 work order Mgr. Support Svcs, Field Divisions

Managers, Real Estate Branches

Contracting authority, if delegated by General Manager, Facilities Service Office:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$2,500,000	No
Purchase of Existing Leased Buildings	$5,000,000	No
Leasing	$500,000 annually $5,000,000 total	No

Managers, Design & Construction Branches

Contracting authority, if delegated by General Manager, Facilities Service Office:

Buildings		
Design (Includes A–E and Construction Management Services)	$500,000	No
Construction (includes Construction Materials and Mechanization)	$5,000,000	No

Managers, Contracting & Support Units

Contracting authority, if delegated by General Manager, Facilities Service Office:

Contracts for:	*Limitations:*	*May be delegated to:*
Buildings		
Design (Includes A–E and Construction Management Services)	$500,000	No
Construction (includes Construction Materials and Mechanization)	$5,000,000	No

Field Divisions (Special)

Field Directors, Support Services

Direct Contracting Authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$1,250,000	Managers, Facilities
Purchase of Existing Leased Buildings	$2,500,000	Managers, Facilities
Leasing	$500,000 annually $5,000,000 total	Managers, Facilities
Buildings		
Design (Includes A-E, Term A-E and Constr. Management Services)	$500,000	Managers, Facilities Manager, Procurement & Supply
Construction—Repairs & Alterations and New Standard Plan Buildings only (includes Constr. Mat'ls and Mechanization)	$2,500,000	Managers, Facilities Manager, Procurement & Supply

Managers, Facilities

Contracting Authority, if delegated by Field Director, Support Services:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$1,250,000	No
Purchase of Existing Leased Buildings	$2,500,000	No
Leasing	$500,000 annually $5,000,000 total	No
Buildings		
Design (Includes A-E, Term A-E and Constr. Management Services)	$500,000	No
Construction—Repairs & Alterations and New Standard Plan Buildings only (includes Constr. Mat'ls and Mechanization)	$2,500,000	No

Manager, Procurement & Supply

Contracting Authority, if delegated by Field Director, Support Services:

Buildings		
Design (Includes A-E, Term A-E and Constr. Management Services)	$500,000	No
Construction—Repairs & Alterations and New Standard Plan Buildings only (includes Constr. Mat'ls and Mechanization)	$2,500,000	No

Field Divisions (Typical)

Managers, Support Services

Direct Contracting Authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Construction	$25,000 R&A	Procurement Specialist
	$75,000 Painting	Procurement Specialist
	$100,000 with no more than $25,000 for repairs and $75,000 for painting	

Contracting Authority, if contract is delegated by Directors or General Managers, Design & Construction Divisions, of the Facilities Service Centers or General Managers, Facilities Service Offices:

A–E Contracts	$25,000	Procurement Specialist
Term A–E Contracts	$500,000 total $50,000/work order	Procurement Specialist
Term Constr. Contracts	$500,000/year $100,000/work order	Procurement Specialist

Procurement Specialist

Contracting Authority, if delegated by Manager, Support Services:

Construction	$25,000 R&A	No
	$75,000 Painting	No
	$100,000 with no more than $25,000 for repairs and $75,000 for painting	
A–E Contracts	$25,000	No
Term A–E Contracts	$500,000 total $50,000/work order	No
Term Constr. Contracts	$500,000/year $100,000/work order	No

LOCAL PURCHASING AUTHORITY

The table below revises PCM exhibit 1-401.1b and ASM 711.32. Regional Postmasters General now have local purchasing authority of $2,500. CAGs B-J Postmasters' and Bulk Mail Center Managers' local purchasing authority is increased from $750 to $1,000. CAG K Postmasters' authority is increased from $100 to $500. CAG L Postmasters' authority is established at $100. All of these authorities are per transaction. The authority of the other positions is not changed. These changes are effective **June 7, 1986.** Authority may be redelegated by those listed below to subordinate members of the same organization.

Local Purchasing Authority

Purchases of	Level of Authority	Dollar Limit
Services & supplies (noncapital and not available from supply centers or other authorized sources)	Regional Postmasters General; Regional Chief Postal Inspectors	$2,500
	Management Sectional Center Managers/Postmasters (may approve local purchases by offices under their functional responsibility to the limits of this authority	2,000
	Inspectors in Charge	1,500
	CAGs B-J Postmasters; Bulk Mail Center Managers; Manager, Mail Equipment Shops; Directors, Postal Data Center; Director, Maintenance Technical Support Center	1,000
	CAG K Postmasters	500
	CAG L Postmasters	100
Minor facility repairs and improvements (expense funds)	Same authority and dollar limit as for services, supplies, and noncapital equipment, except:	
	CAG K Postmasters; Station and Branch Managers	750

—Procurement & Supply Dept., 6-5-86.

U.S. POSTAL SERVICE

SECOND-CLASS CERTIFICATION FOR MULTIPLE ISSUES ON THE SAME DAY

INSTRUCTIONS

1. Complete this form and attach it to Form 3510, Application for Additional Entry, Reentry or Special Rate Request for Second-Class Publication, when the frequency of a second-class publication is being changed to include more than one "Issue"on any day *(see 444.1, DMM)*.
2. This form must also be submitted to each office of mailing with all Forms 3541 and 3541-A for each "Issue" of a second-class publication that is regularly published on the same day as another "Issue" of the same publication.
3. The figures reported must be for the "Issues" published on the same day and must include all copies of all editions of the "Issues" identified as Issues No. 1 and No. 2 which are circulated through the mails and by all other methods of distribution.

PART A – TO BE COMPLETED BY PUBLISHER/AGENT

Title of Publication	USPS Number	Date of Issue

ISSUE No. 1 (The issue distributed to the smaller number of nonsubscribers.)	Vol. Issue Number
1a. Total number of copies of issue distributed by all means.	1a.
1b. Total number of copies of issue distributed to NONSUBSCRIBERS. (See DMM 422.221)	1b.
1c. Percent of copies distributed to nonsubscribers (decimal format) 1b. divided by 1a. =	1c.
1d. Convert 1c. to percent format: (i.e., 17 X 100 = 17%) 1c. X 100 =	1d. %

ISSUE No. 2	Vol. Issue Number
2a. Total number of copies of issue distributed by all means.	2a.
2b. Total number of copies of issue distributed to NONSUBSCRIBERS to the other issue.	2b.
2c. Percent of copies distributed to nonsubscribers (decimal format) 2b. divided by 2a. =	2c.
2d. Convert 2c. to percent format: (i.e., 17 X 100 = 17%) 2c. X 100 =	2d. %

I certify that the information furnished on this form is correct.	Signature of Publisher/Agent required

PART B – TO BE COMPLETED BY ENTRY POST OFFICE

Post Office and State of Mailing

INSTRUCTIONS

1. Check Part A to be sure the publisher has included circulation figures for the issue with the smaller nonsubscriber distribution in the section for Issue No. 1.
2. If the data on this form indicates that "Issue" No. 2 is a separate publication, that "Issue" may not be mailed at the second-class rates under the authorization granted to the publication named in PART A.
3. It must instead independently meet the applicable second-class eligibility qualifications in 421.2 through 421.4 and 422, DMM, or be mailed at third- or fourth-class rates.

Copy the figures for 1b, 2b and 2d furnished by the publisher in PART A in the corresponding spaces below. You must calculate 1e below using the publisher's figures.

1b. _____ X 2 = _____ 1e.

For purposes of determining eligibility to mail at second-class rates.

ISSUE No. 2 will be treated as a SEPARATE PUBLICATION if 2b. is greater than 1e. and 2d. is greater than 10%.

2b. _____ 1e. _____ 2d. _____

Based on the data on this form, ISSUE No. 2 is a separate publication: ☐ YES ☐ NO

PS Form **3541-CX**, May 1986

Exhibit 484a

DMM Revision

ELIGIBILITY TO MAIL ISSUES OF A PUBLICATION AT SECOND-CLASS RATES

Summary of Changes

Effective at 12:01 a.m. on June 8, 1986, DOMESTIC MAIL MANUAL (DMM) 425.225 is being adopted to define the eligibility requirements for entry into second-class mail of multiple "issues" of a single publication that are regularly published on the same day. This section provides that, for purposes of second-class eligibility and postage, an "issue" of a newspaper or other periodical will be deemed to be a separate publication if it is published at a regular frequency on the same day as another regular "issue" of the same publication, and it is distributed to more than (a) 10 percent nonsubscribers, and (b) twice as many nonsubscribers as the other issue on that same day. If two issues of a publication are published on the same day, but neither is distributed to more than 10 percent nonsubscribers and twice as many nonsubscribers as the other issue, both would be proper issues of the parent publication for purposes of determining second-class rate eligibility.

In addition, DMM 422.221, 422.6 and 425.2 are being revised to carry forth the intent of the new regulation that publications described as "Plus" publications be considered separate publications, whether called "issues" or "editions", based on the new criteria. See POSTAL BULLETIN 21565, 5/8/86, page 2.

Certification Form

A new data collection form, Form 3541-CX, *Second-Class Certification for Multiple Issues on the Same Day*, will provide the Postal Service with the additional distribution information necessary to determine whether additional same-day "issues" of a publication are eligible to be mailed at the second-class rates under the permit granted to the parent publication. When a publisher of a second-class publication submits a mailing that consists of more than one "issue" regularly published on the same day, the publisher must submit a Form 3541-CX. For purposes of completing Form 3541-CX, only persons who have paid or promised to pay may be considered legitimate subscribers (see DMM 422.221). Persons whose subscriptions have expired and who have not paid or promised to pay for renewals must therefore be counted as nonsubscribers for this purpose. A completed Form 3541-CX must be submitted to each office of mailing with Form 3541 or 3541-A. Instructions for use of Form 3541-CX are found in DMM 444.1 and 484.

Because the use of Form 3541-CX should be limited, photocopy the Form 3541-CX on page 10 and furnish copies to those publishers who will need to submit them with mailings deposited at your office, or with Form 3510 submitted for a change in frequency to incorporate more than one "issue" on the same day. If you find that the need for this form is greater than your photocopying capabilities, please contact the Office of Classification and Rates Administration, U.S. Postal Service Headquarters, attn: Form 3541-CX, 475 L'Enfant Plaza W. SW., Washington, DC 20260-5360, for additional forms.

"Issue" Determined to be Separate Publication

If the data on Form 3541-CX indicate that either "issue" is a separate publication for postal purposes, that "issue" may not be mailed at the second-class rates under the authorization granted to the parent publication. It must instead be mailed at the applicable third- or fourth-class rates of postage unless it has independently met the applicable second-class eligibility qualifications in DMM 421.2 through 421.4 and 422, and been granted a separate second-class authorization.

The DMM is revised as follows:

Chapter 4—Second-Class Mail

* * * * *

422.2 General Publications

* * * * *

.22 Circulation Requirements

.221 List of Subscribers. General publications must have a legitimate list of subscribers who have paid or promised to pay, at a rate above a nominal rate, for copies to be received during a stated time. Records for subscriptions to a publication which are obtained in conjunction with subscriptions to another publication or other publications must be maintained in such a manner that individual subscriptions to each publication, by title, can be substantiated and verified. Persons whose subscriptions are obtained at a nominal rate (see 422.222) shall not be included as a part of the legitimate list of subscribers. Commingled copies sent in fulfillment of subscriptions obtained at a nominal rate must be charged with postage at regular rates (see 411.21 and 411.4).

* * * * *

422.6 Requester Publications

* * * * *

d. Effective October 1, 1982, the publication must have a legitimate list of persons who request the publication, and 50 percent or more of the copies of the publication must be distributed

to persons making such requests. Subscription copies of the publication which are paid for or promised to be paid for, including those at or below a nominal rate, may be included in the determination of whether the 50 percent request requirement is met. Persons will not be deemed to have requested the publication if their request is induced by a premium offer or by receipt of material consideration. Records of requests for a publication which are obtained in conjunction with subscriptions or requests for another publication or other publications must be maintained in such a manner that individual requests for the publication, by title, can be substantiated and verified. Requests which are more than three years old will not be considered to meet this requirement.

* * * * *

425.2 Issues and Editions

.21 General. Issues and editions of a second-class publication may be mailed at the applicable second-class rates in 410, provided they exhibit the continuity required in 421.1 and satisfy the additional requirements in 425.22 and 425.23.

.22 Issues

.221 Issues must be published in accordance with the publication's stated frequency (see 421.22).

.222 The publication of regular issues of general and requester publications must be reflected in the identification statement (455.2) and subscription price. In the case of requester publications, copies must be distributed to requesters in accordance with 422.6d.

.223 Extra issues, not reflected in the publication's stated frequency, published for the purpose of communicating news and information received too late for insertion in the regular issue, but not for advertising purposes, may occasionally be mailed at second-class rates. The original entry post office must be notified in writing of such issues before they are mailed.

.224 For second-class purposes, issues may contain annual reports, directories, lists, and similar texts as a part of the contents. Copies of such issues will not bear designations indicating they are separate publications such as annuals, directories, catalogs, yearbooks, or other types of separate publications. Such issues must bear the publication name as required by 455.1 and be included in the regular annual subscription price.

.225 An "issue" of a newspaper or other periodical will be deemed to be a separate publication, for postal purposes, and must independently meet the applicable second-class eligibility qualifications in 421.2 through 421.4 and 422, when the following conditions are met:

a. It is published at a regular frequency, such as once each week, on the same day as another regular "issue" of the same publication, and

b. More than 10 percent of the total number of its copies are distributed to nonsubscribers to the other regular issue published on that day, AND the number of copies distributed to people who do not subscribe to the other issue is more than twice the number of copies of the other regular "issue" published on the same day which are distributed to nonsubscribers.

.23 Editions

.231 Individual issues may be mailed at second-class rates in editions such as demographic, morning or evening editions. Subscribers and requesters will routinely receive no more than one edition of any issue.

.232 Extra editions may be mailed at second-class rates for the purpose of communicating additional news and information received too late for insertion in the regular edition. Such editions may not be intended for advertising purposes.

.233 Editions may differ in content, but not to the extent that they constitute separate and independent publications. Separate publications will not be accepted for mailing as editions of another publication.

* * * * *

444.1 Change in Title, Frequency, or Office of Publication. An application for reentry must be filed on Form 3510, *Application for Additional Entry or Reentry of Second-Class Publication,* whenever the name, frequency of issuance, location of the known office of publication, or qualification category (see 422) is changed. When the name or frequency of issuance of a publication is changed, a Form 3510 must be filed at the post office of original entry with two copies of the publication showing the new name or frequency. When the frequency is being changed to include more than one regular "issue" on any day, Form 3541-CX, *Second-Class Certification for Multiple Issues on the Same Day,* must be completed by the publisher and submitted with Form 3510.

* * * * *

Add new section 484.

484 Statement of Publication of More Than One Issue on the Same Day. The publisher must submit Form 3541-CX whenever the publisher desires to mail an "issue" that is regularly published on the same day as another "issue" of the same publication under a single second-class permit granted to the parent publication. This form is necessary to determine whether either "issue" will be treated as a separate publication for purposes of determining eligibility to mail at the second-class rates (see 425.225). The publisher must attach the completed form(s) to the mailing statement(s) submitted to each office where mailings are made. A sample of Form 3541-CX is shown in Exhibit 484a.

These changes will be incorporated in a future revision of the DMM.—*Office of Classification & Rates Administration, 6–5–86.*

P-11 Revision

SELECTION POLICIES AND PROCEDURES

This POSTAL BULLETIN article includes revisions to Handbook P-11, *Personnel Operations*, effective June 7, 1986. Most of the changes are related to realignment, but other policy and procedure improvements are also included. This article includes minor pen and ink changes and extensive text revisions in Chapters 2 through 6 and Appendix D. Subchapter 540, which includes selection policies for nonbargaining positions, is revised in its entirety.

CHAPTER 2—Recruitment and Selection

* * * * *

252.9 Duration of Eligibility

.91 (no change)

.92 Applicants who successfully had either a medical or nonmedical unsuitability determination reversed will have their eligibility extended for the period of temporary unsuitability, not to exceed the maximum period stated in 252.91.

.93 (no change)

* * * * *

253 Transfer of Eligibility and Canvassing

253.1 Policy

Pen and ink change: Delete "district managers" and replace with "Field Directors, Human Resources."

253.2 Definition

.21 (no change)

.22 Pen and ink change: Delete "district manager" replace with "Field Director, Human Resources."

* * * * *

254.4 Approval

.41 All requests to establish AERs must be submitted through the Division Manager, Employment and Development, to the Field Manager, National Test Administration Center for approval. Each request must include the following:

a–f (no change)

.42 The National Test Administration Center will notify the Division Manager, Employment and Development of the approval.

254.5 Training Requirements

Pen and ink change: Change "region" to "division."

254.6 Changes to Area Registers

.61 Authority. Once an AER is established, office served may not be taken out of the program without the concurrence of the Division Manager, Employment and Development and the approval of the Field Manager, National Test Administration Center. (See 271.12.)

* * * * *

261.2 Definitions

.21–.24 (no change)

.25 Reemployed Annuitant. An employee whose annuity under the Civil Service Retirement Act, as amended, was continued upon reemployment in an appointive position on or after October 1, 1956. For vacancies at AOs, MSCs, and BMCs, prior approval of the Division Manager, Employment and Development must be obtained before reemploying a retired postal or federal employee receiving an annuity from the Civil Service Retirement and Disability Fund. For vacancies at the Division level, prior approval of the Field Director, Human Resources must be obtained.

* * * * *

265.7 Objection to or Pass Over of Preference Eligible

.71 (no change)

.711 (no change)

.712 Review and Concurrence. For positions being filled at associate offices, MSCs, or BMCs, the reasons for the objection or pass over must be forwarded through appropriate management channels to the Division Manager, Employment and Development for review and concurrence. For positions at AOs reporting directly to an MSC, this authority may be delegated to the SCD E&LR (Director, Support where the former is not authorized). For positions being filled at the Division level, the review and concurrence of the Field Director, Human Resources is required. The reviewing official will rule as to the sufficiency of the reasons for the proposed objection or pass over. The reviewing official's concurrence or denial of the proposal must be indicated on the written request along with that official's signature and date. The request must then be attached to the Hiring Worksheet.

.713 (no change)

.714 Procedure

a. Pen & ink change: delete all references to "Director" and replace with "reviewing official."

b. Reconsideration. Any preference eligible objected to or passed over in favor of a nonpreference eligible will be given the reasons for this action, in writing, and will be informed of the right to request reconsideration by the selecting official. (See 315.3.) The selecting official's decision is final.

.72 (no change)

.721 (no change)

.722 Action by Installation. The appointing official forwards to the Field Director, Human Resources a file containing:

a. (no change)

b. (no change)

c. Pen and ink change: Change "Regional General Manager, Employee Relations Division" to "Field Director, Human Resources." Change "Regional Medical Director" to "Medical Officer at the Division."

d. A signed, undated written notice to the eligible; this notice must:

(1) (no change)

(2) (no change)

(3) Advise the eligible of the right to respond in writing within 15 days of the date of the notification to: Office of Personnel Management, NACI Center, SAB, Boyers, PA 16018–0245.

(4) (no change)

.723 Action by Division

a. Pen and ink change: Change "Regional General Manager, Employee Relations Division" to "Field Director, Human Resources."

b. Pen and ink change: Change "Region" to "Division."

c. Pen and ink change: Change "Region" to "Division."

(1) (no change)

(2) Send the SF–62, a copy of the written notice to the veteran, Form 2591, and all supporting documents upon which the disqualification was based to OPM. Materials must be sent in a double envelope, with the inside envelope marked "Restricted-Medical." Send via certified mail, return receipt requested, to: Office of Personnel Management, NACI Center, SAB, Boyers, PA 16018–0245.

(3) (no change)

.724 Action by OPM

a. Pen and ink change: Change "Regional General Manager, Employee Relations Division" to "Field Director, Human Resources."

b. Pen and ink change: Delete all references to "Region" and replace with "Division."

* * * * *

271 Exhausted Registers

271.1 Responsibility

.11 (no change)

.12 Approval

.121 Divisions have the authority to approve the reopening of area registers. Requests to establish or change an area register must be submitted through the Division Manager, Employment and Development, to the Field Manager, National Test Administration Center, for approval. Authority to approve reopening of conventional registers is:

a. Field Directors, Human Resources, for MSCs, BMCs and associate offices reporting directly to the Division,

b. Sectional Center Managers, for associate offices

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CHAPTER 3—Employment Suitability and Considerations

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311.5 Making Appointment Determinations

.51 Regions and Field

* * * * *

c. Where the eligible's past history indicates unsuitability, but the installation head or appointing officer believes that special consideration should be given, the file and recommendation should be sent for concurrence through appropriate management channels to the Division, attention: Manager, Employment and Development. Concurrence of the Field Director, Human Resources is required when an eligible is being considered for a position at the Division level.

d. (no change)

e. For AOs, MSCs, and BMCs, prior approval from the Division Manager, Employment and Development is required before appointing a former Federal or Postal employee who was removed for cause, or who resigned while charges were pending. Prior approval of the Field Director, Human Resources is required if the appointment is to a position at the Division level. (See 313.53.)

.52 Pen and ink change: Delete "district or."

* * * * *

312.3 Restrictions on Employment of Relatives

* * * * *

.324 Pen and ink change: Change "District Manager" to "General Manager, Field Division."

* * * * *

.334c Pen and ink change: Change "district(s)" to "division(s)."

.335 Examples:

a. (no change)

b. Pen and ink change: Change all references to "district manager's" to "division general manager's."

c. Pen and ink change: Change "District Manager" to "General Manager, Field Division."

* * * * *

.342 Pen and ink change: Change "Regional Postmaster General" to "Division Manager, Employment and Development."

* * * * *

313 Personal Suitability

313.1 Suitability Review Required

Pen and ink change: Change "district director, E&LR" to "Field Director, Human Resources."

* * * * *

313.53 Policy

Pen and ink change: Change "District Manager or the District Director, E&LR" to "Field Director, Human Resources or Manager, Employment and Development." Change "district approval" to "division approval."

* * * * *

315.3 Reconsideration of Suitability Determination (Nonmedical)

In the letter of determination of suitability, applicants must be notified that:

a. They may request reconsideration of the determination by the selecting official; and

b. Such request must be submitted in writing stating the reason(s) for the reconsideration, within 15 days from the date that the applicant receives the determination.

315.4 Reconsideration of Unsuitable Pre-employment Medical Determination. See 327.13

315.5 Reversal of Unsuitability Determination

(No change to text)

* * * * *

316.2 Nonsensitive Positions

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.23 Pen and ink change: Delete "Regional Employee Relations Division" and replace with "Field Director, Human Resources."

* * * * *

327 Medical Limitation and Risk

* * * * *

.13 Right to Request Reconsideration. All individuals who have been denied employment on the basis of the medical assessment may request reconsideration of the adverse determination. (See Appendix D-7.)

.14 Notification. The individual must be advised of the right to request reconsideration of the adverse determination. Such request must be submitted in writing within 15 days and may include additional medical or other relevant information in support of the request for reconsideration.

.15 Final Decision. The selecting official renders the final decision after reviewing the recommendation of the medical officer. The individual will be advised, in writing, of the selecting official's decision, which is final.

.16 Pen and ink change: Delete "appeal."

327.2 Disabled Veterans with 30% or More Disability (CPS)

* * * * *

.222 Action by Installation. As soon as possible after the adverse medical suitability determination is made, the appointing official must forward to the Field Director, Human Resources, a file containing:

a. (no change)

b. (no change)

c. Pen and ink change: Change "Regional General Manager, Employee Relations Division" to "Field Director, Human Resources."

d. A signed, undated written notice to the eligible; this notice must:

(1) (no change)

(2) (no change)

(3) Advise the eligible of the right to respond in writing within 15 days of the date of the notification to: Office of Personnel Management, Recruiting and Staffing Service Division, Room 6552, 1900 E Street NW, Washington, DC 20415-0001.

(4) (no change)

.23 Division Action

.231 Pen and ink change: Change "Regional General Manager, Employee Relations Division" to "Field Director, Human Resources."

.232 Pen and ink change: Change "Region" to "Division."

.233 If the division finds the file does adequately support the tentative rejection, it will:

a. (no change)

b. Send the SF-62, a copy of the written notice to the veteran, Form 2591, and all supporting documentation upon which the disqualification was based to OPM. Materials must be sent in a double envelope, with the inside envelope marked "Restricted-Medical." Send via certified mail, return receipt requested, to the Office of Personnel Management, Recruiting and Staffing Service Division, Room 6552, 1900 E Street NW., Washington, DC 20415-0001.

Note: Steps *a* and *b* must be completed within 10 calendar days of receipt of the file by the Division.

.24 OPM Decision

.241 Pen and ink change: Change "Regional General Manager, Employee Relations Division" to "Field Director, Human Resources."

.242 Pen and ink change: Change "Regional Office" to "Division."

.25 Final Action. Change "region" and "regional office" to "Division."

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CHAPTER 4—Examination Procedures

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421.24 Selection and Certification

Pen and ink change: Change "region" to "Division Manager, Employment and Development."

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CHAPTER 5—Assignment, Reassignment, and Promotion

530—Initial-Level Supervisor Positions

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532.4 Relocation

Normally it should not be necessary to relocate an employee to fill an initial-level supervisor position. Exceptions that will involve relocation expenses must be approved by the General Manager, Field Division.

* * * * *

532.52 Definition. Present and former supervisors are those employees who hold or have held a supervisor position listed in Exhibit 530–A or –B, or covered by the 1974 or earlier Initial-Level Supervisor Exams, or covered by earlier rated applications for initial-level supervisor positions. Present and former postmasters at EAS–13 and above will receive the benefits accorded by this subchapter to present and former supervisors.

* * * * *

533.42 Composition. Pen and ink change: Change "District Manager" to "Division Field Director, Human Resources."

* * * * *

533.52 Composition. The Advisory Panel is appointed by the installation head. (*Exception:* if the vacancy reports directly to the installation head, the MSC appoints the panel.) The panel consists of at least three supervisors or managers, including one from Human Resources (E&LR) and one from the function corresponding to the position to be filled. At least one member must be a minority or female, and at least one member must be from a different installation. If necessary, the installation head requests assistance from the next higher level of management to meet these requirements. A supervisor who evaluated a candidate on Form 5945–B or Form 991 may not be a member of the Advisory Panel that considers the candidate. The Division Field Director, Human Resources may authorize exceptions to the preceding requirements of this paragraph in individual cases if the installation head is unable to locate a qualified supervisor or manager to serve on the panel. The reasons for making the exception must be fully documented in the selection file. Normally the members' grade levels should be higher than the vacancy. A supervisor or manager who served on a CEB may serve on the Advisory Panel. The selecting official may not be a member of the Advisory Panel.

* * * * *

(New section 536.3):

536.3 Noncompetitive Selection for Announced Vacancies

.31 General. An employee who is eligible for selection noncompetitively under 536.1 or 536.2 may apply for a position as a result of a vacancy announcement issued under the competitive procedures. Noncompetitive application may be made for any position and location for which the employee is eligible for noncompetitive consideration.

.32 Procedure

.321 The employee is responsible for requesting, in an accompanying letter, noncompetitive consideration for the position and for explaining the basis for that request. The office receiving applications refers the request and application to the selecting official for noncompetitive consideration before an Advisory Panel is convened.

.322 The selecting official may select the employee at that time or may defer a decision until he has had an opportunity to consider the candidates recommended by the panel. There is no requirement that the employee be selected.

.323 At the discretion of the selecting official, the panel may consider, in competition with other applicants for promotion, the application of an employee who applies for an announced vacancy at the employee's present grade or a lower grade.

* * * * *

Positions	Selecting official	Reviewing official	Approving official
All Initial-Level Supervisor Positions Reporting Directly to the Installation Head.	Installation Head	Functional SC Director[1]	MSC Manager[1]
All Other Initial-Level Supervisor Positions.	Immediate supervisor/manager to whom the vacancy reports.	Next higher level manager[2]	Installation Head

[1] If the selecting official reports directly to a Division (rather than to an MSC), the reviewing/approving official is the Division Director, Field Operations.

[2] If the next higher level manager is approving official, the review and approval are combined.

Exhibit 537.1. Selection, Review, and Approval

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538.2 Reporting Selections

Report all competitive promotions on Form 5938, *Promotion Report.* Submit the form with the Form 50–A to the ELRIC, and retain a copy in the vacancy file. (**Note:** For positions listed in Exhibit 530–A, the CEB rating is entered in item 12 on Form 5938. However, section 532.5 provides that lower grade present and former supervisors be considered without establishing CEB ratings from them. In these cases, enter "N" [for Not Required] in item 12.)

* * * * *

Make the following pen and ink change to Exhibit 530-B: Add 0382-6009 Supervisor, Customer Telephone Information Center.

Selection Policies for Nonbargaining Positions

The following several pages revise subchapter 540 of Handbook P-11, *Personnel Operations.* The major changes are:

1. Regions have been almost entirely removed from the field selection process. Generally, the responsibilities of the Region are shifted to the Division, and responsibilities of the District are divided between the Division and the MSC.

2. The authority to appoint postmasters is changed from the Regional Postmaster General to the General Manager, Field Division. Postmaster selections at EAS-24 and above require approval of the Regional Postmaster General.

3. The authority to approve outside recruitment has been lowered, particularly for technical and specialized positions at EAS-17 and above (section 542.3).

4. Postmaster vacancies will be announced on Form 990, *Vacancy Announcement,* or Division Bulletin, rather than in the Regional Bulletin.

5. Exhibit 544.1, Area of Consideration and Employee Categories, has been substantially changed. The new exhibit eliminates the reciprocal eligibility provisions formerly in footnote 4 of Exhibit 544.1-B. (*Reminder:* The area of consideration shown in Management Instruction EL-350-86-1 is to be observed for the duration of the FY-86 realignment.)

6. The authority to designate review committees (544.52) and the requirements for review committee membership (Exhibit 544.534) have been substantially revised. The General Manager, Field Division may authorize exceptions to the review committee composition if necessary.

7. With postmaster selections no longer going to the Region (except EAS-24 and above), the time required to fill postmaster vacancies should be substantially reduced. The exceptional notification procedure for candidates not recommended (formerly in 544.547a) has been eliminated, and the goal of filling postmaster vacancies within 120 days is reduced to 90 days (547.22).

8. There is no change in the policy that selections will normally be made by the manager to whom the vacancy reports, subject to next higher-level review and final approval by the installation head. However, clerical positions reporting directly to the General Manager, Field Division, do not require higher-level review or approval.

9. The special requirements for filling PSO positions (formerly 544.72) have been eliminated.

10. The residency requirement for newly appointed postmasters is eliminated, although relocation may still be required under certain circumstances (547.3). Form 2459, *Acceptance Letter,* and Form 2519, *Waiver of Residency Requirement for Newly Appointed Postmasters,* are no longer used.

540 Nonbargaining Unit Positions

541 Scope

541.1 Coverage

This subchapter covers selection for all nonbargaining unit positions, except for the following:

a. Positions in the Postal Career Executive Service (PCES).

b. Positions filled under the Initial-Level Supervisor Selection Program. See subchapter 530.

c. Positions in special Service-wide or region-wide programs, such as MAS Master Instructor, Attorney Honors Program, Management Associate, and Management Trainee.

d. Postal Inspector or Security Force supervisory positions.

e. Executive secretarial positions to Regional Postmasters General.

f. Positions in USPS Headquarters, its administrative supporting facilities (ASFs), and Service Centers. Instructions on filing nonbargaining positions in those organizations are published in Headquarters Circulars.

541.2 Requests for Exceptions

Any request for an exception to these policies and procedures must be forwarded through management channels to the APMG, Employee Relations Department, for consideration.

541.3 Employee Relations Responsibilities

Employee relations managers are responsible for assuring that selecting officials, review committee members, and other managers understand the meaning, use, and intent of these policies and procedures; and for reviewing vacancy files to assure their completeness.

542 Policies

542.1 Reviewing Need for Position

When a vacancy occurs or is anticipated, the managers concerned determine the need for filling the position. If the decision is to fill the vacancy, the officials responsible for administering these procedures are expected to act expeditiously, avoiding unnecessary delays at any stage of the process. If the position has to be filled on an interim basis, see ELM 353.3 and section 544.8 of this subchapter.

542.2 Merit Selection

Nonbargaining positions are to be filled from within the Service whenever possible. Every possible attempt will be made to select the available employees who best meet the requirements of the positions. Employees will be considered and selected without regard to race, color, sex, religion, age, national origin, political affiliation, marital status, physical or mental impairment (if the position may be efficiently performed by a person

with that physical or mental impairment), or any other non-meritorious factor or consideration. **Note:** The term "best meets" means that the review committee or selecting official should choose an individual whose knowledge, skills, and abilities are of such high quality as to strongly indicate a high probability of successful performance in the position.

542.3 External Recruitment

.31 Policy. The policy of considering Postal employees for vacant positions ahead of outside applicants does not mean that management is required to select minimally qualified Postal applicants over significantly better qualified outside applicants.

.311 Authorization. With the approval of the appropriate official listed in Exhibit 542.3, outside recruitment efforts may be initiated. This may be done after exhausting the normal internal selection process, or simultaneously with internal selection, if necessary to produce an adequate number of well qualified persons to consider. (**Note:** The 6-grade rule and the time-in-grade rule are waived for internal applicants whenever outside recruitment is also used.)

.312 Ranking and Selection. Outside applicants are ranked in accordance with 542.334b. Instructions regarding eligibility for noncompetitive selection (e.g., reinstatement or transfer from another agency), adjudication of claims for veteran preference, use of the rule of three, determining suitability, and other requirements concerning outside recruitment are in Chapters 2 and 3, and are applicable to nonbargaining positions filled externally.

.32 Pre-employment Medical Examination. All new employees must receive a pre-employment medical examination before appointment to determine whether they meet the medical requirements of the Postal Service. Failure to meet the medical requirements of the position will disqualify the selected individual for appointment. A postmaster appointed from outside the Service must meet the medical requirements prior to installation.

.33 Postmaster Selection

.331 After obtaining approval for external recruitment (see Exhibit 542.3), the SCM must:

a. Post Notice 1, *Postmaster Vacancy,* in a conspicuous place in the lobby of the vacancy post office for a period of ten (10) calendar days. At the expiration of the required 10 calendar days posting period, the officer-in-charge (OIC) of the vacancy post office returns the Notice 1 to the SCM appropriately endorsed to indicate the actual inclusive dates of posting. Notice 1 must include a statement that applications from persons outside the Postal Service are restricted to those individuals who, on the date they submit their applications, actually reside within the delivery or service area of the vacancy post office.

b. Publicize the vacancy and the invitation to submit applications through notices to any organizations and publications in the community served by the vacancy post office.

c. Provide the OIC at the vacancy post office with an adequate supply of Forms 2591, *Application for Employment;* Form 2181, *Authorization for Release;* and self-addressed penalty envelopes for use by the public in the submission of application. At the expiration of the required 10 calendar day posting period, the OIC of the vacancy post office returns any unused forms and self-addressed penalty envelopes to the SCM.

.332 Individuals outside the Postal Service interested in applying for a vacant postmaster position posted for outside recruitment must complete Forms 2591 and 2181 and submit them with the necessary proof of veteran preference, if applicable, in the pre-addressed penalty envelope provided for that purpose. The SCM allows a reasonable time, but not less than three days after receipt of the posted Notice 1 (see 542.331a) from the OIC, for receipt of any applications filed on the last day of the required posting period.

.333 Veteran Preference

a. Applicants from outside the Postal Service are responsible for providing the Postal Service with necessary documents to substantiate a claim for any type of veteran preference. (See Section 240 of this Handbook for further information on veteran preference.)

b. The register of eligibles, established in accordance with 542.334a, indicates the type of veteran preference to which each applicant is entitled by the proper endorsement beside the name of the candidate (see 241.62).

c. A veteran may not be passed over and a nonveteran ranking lower on the register of eligibles selected without proper justification. Such justification must be submitted prior to selection to the General Manager Field Division for disposition.

.334 Eligibility, Qualification, and Suitability Investigation

a. As soon as possible after expiration of the time allowed for receipt of applications, the SCM forwards to the Inspector in Charge (I in C) all of the forms and necessary supporting documents received, the Notice 1 that was posted at the vacancy post office, and copies of any other notices publicizing the vacancy, together with a request that an eligibility, qualification, and suitability investigation be made of each individual applying and that a register of eligibles be established. Send a copy of the request to the Regional Chief Postal Inspector.

b. The register of eligibles is constructed as follows:

Group 1. All qualified and suitable applicants entitled to "CP" preference, listed in order of their relative qualifications.

Vacancy	Obtain Approval From			
	MSC Manager	Field Director Human Resources	Regional Director Human Resources	Asst. Postmaster General, Employee Relations Dept.
A. Postmaster Positions:				
EAS–A through 15		X		
EAS–18 and above				X
B. Technical and specialized positions at EAS–17 and above.		X		
C. All other positions:				
EAS–13 and below in associate offices	X			
All others at EAS–16 and below (Field)		X		
EAS–16 and below in Regional Headquarters			X	
EAS–17 and above—all offices				X

Exhibit 542.3 Approval for Outside Recruitment

Group 2. All other qualified and suitable applicants listed in order of their relative qualifications.

c. Upon completion of the investigation requested by the SCM, the I in C forwards to the SCM the following:

(1) The Postal Inspector's Investigative Report of the eligibility, qualifications, and suitability of each applicant.

(2) The register of eligibles established by the Postal Inspector incident to the investigation of applicants.

(3) The original documents furnished by the SCM in accordance with 542.334a.

.335 A recommendation to the General Manager, Field Division, for an appointment from outside the Postal Service must be accompanied by specific justification statements from the SCM. No review committee is required when making a selection from an Inspection Service register of eligibles.

543 Noncompetitive Selection Procedures

543.1 Priority Consideration

.11 In filling positions, it is Postal Service policy to consider employees in the following groups (in the sequence listed), before using the competitive procedures in 544. These employees may be selected noncompetitively, provided they meet the position requirements. (See 543.3 when these employees apply or are nominated for an *announced* vacancy.)

a. Assignment of employees who were previously granted specific retreat (or return) rights.

b. Assignment of employees occupying abolished positions, unless assignment is to a higher grade position. ELM 354 describes the assignment procedure, including the area of employee consideration.

c. Assignment of employees serving in lower grade positions to their previous (or intervening) grades or positions from which they were reduced after March 3, 1973. This provision does not apply to a reduction which was for disciplinary reasons or which was initiated at the request of the employee. It does apply when an employee's position was abolished and management offered the employee a lower grade position, which the employee voluntarily accepted. ELM 354.28 and 354.44 describe the assignment procedure.

d. Assignment of employees serving in lower grade positions with a higher (saved) grade to positions at the saved grade (or intervening grade). Assignment of such employee is governed by the same procedure as that described in ELM 354.28 and 354.44.

e. Reassignment or promotion of MAS Master Instructors who are at or near completion of their 2-year assignment with the Office of Training and Development. The gaining installation and OTD may request the APMG, Employee Relations Department, to waive the 2-year requirement in the best interest of the Postal Service. Regional Postmasters General are provided current information on the qualifications and availability of all eligible MAS Master Instructors. Promotion without competition is limited to positions which are not more than three grades above the individual's permanent grade.

f. Reassignment or promotion of management associates, management trainees, and trainees in other Service-wide or region-wide programs who have successfully completed their development programs (except for postmaster vacancies). Other conditions and limitations on the noncompetitive promotion of these individuals are described in the respective program issuances. Each regional headquarters has current information on the qualifications of associates and trainees assigned within that region.

.12 For postmaster vacancies filled noncompetitively under 543.11, the selecting official includes a recommendation before forwarding the application to the Division General Manager for consideration.

.13 For postmaster vacancies EAS–11, the SCM must initially consider noncompetitively any

career employee who is on the rolls of the vacancy post office and who satisfactorily meets the basic requirements and qualification standards.

543.2 Reassignment and Voluntary Reduction

The competitive procedures described in 544 do not have to be followed when management initiates or an employee requests a reassignment to a position at the same grade or when an employee voluntarily accepts or requests, in writing, a position at a lower grade. (See 543.3 when an employee applies or is nominated for an *announced* vacancy.) The position may be located anywhere in the Postal Service. Such an action may be taken at any time without regard to the sequence in 543.11. However, higher-level approval of selections, as required by 544.64, does apply. (This section does not apply to Postmaster vacancies.)

543.3 Noncompetitive Selection for Announced Vacancies

.31 General. An employee who is eligible for selection noncompetitively under 543.1 or 543.2 may apply or be nominated for a position as a result of a vacancy announcement issued under the competitive procedures in 544. Noncompetitive application or nomination may be made for any position and location for which the employee is eligible for noncompetitive consideration. *Note:* Except as provided in 543.11, postmaster vacancies normally are not filled noncompetitively.

.32 Procedure

.321 The employee or nominating manager is responsible for requesting, in an accompanying letter, noncompetitive consideration for the position and for explaining the basis for that request. The office receiving applications refers the request and application to the selecting official for noncompetitive consideration before a review committee is convened.

.322 The selecting official may select the employee at that time or may defer a decision until he has had an opportunity to consider the candidates recommended by the committee. There is no requirement that the employee be selected.

.323 At the discretion of the selecting official, the committee may consider, in competition with other applicants for promotion, the application of an employee who applies or is nominated for an announced vacancy at the employee's present grade or a lower grade.

544 Competitive Selection Procedures

544.1 General

.11 Area of Consideration and Employee Categories

.111 When a position is not filled through any of the preceding noncompetitive procedures, it will be filled competitively through management nomination and employee application in response to a vacancy announcement. Exhibit 544.1 defines the minimum area of consideration and the organization responsible for preparing the vacancy announcement for distribution to all organizations and installations within the area of consideration.

.112 As an exception to Exhibit 544.1, RPMGs and General Managers, Field Divisions may nominate employees from any location in the Postal Service for any vacancy in their region or division, provided those employees are considered in competition with candidates within the area of consideration.

.12 Eligibility. Only career employees are eligible for promotion. Employee eligibility under the competitive procedures is based on the person's permanent position and grade (including saved grade), and not on a part-time, *ad hoc,* or temporary assignment (detail) or temporary promotion to a different position or grade.

.13 Time-in-Grade Rule. An employee is not eligible to apply or be nominated for promotion under the competitive procedures to a position at EAS–17 or above if the employee has been promoted (or initially appointed to the Postal Service) within the year immediately preceding the closing date of the vacancy announcement. An employee is not eligible to apply or be nominated for promotion under the competitive procedures to a position at EAS–16 or below if the employee has been promoted (or initially appointed to the Postal Service) within the 6-month period immediately preceding the closing date of the vacancy announcement. A postmaster at any level is not eligible for promotion or reassignment until 1 year from the date of appointment to the postmaster position. *Exception:* These restrictions do not apply:

a. When the appropriate official as listed in 542.3 determines that outside recruitment may be required.

b. To postal employees of field installations (below the Regional District office level) applying or being nominated for positions in their present installations.

c. To employees described in 543.11c and f.

d. To an employee whose only promotion within the restricted period resulted from reranking of a position.

e. To employees whose names are on the PCES Candidate list.

544.2 Vacancy Announcement

.21 Before a vacancy announcement is issued, an appropriate area of employee consideration must be chosen. Exhibit 544.1 lists the *minimum* area for each vacancy. If the minimum area is not expected to produce three or more applicants who meet the position requirements, the initial announcement may be opened to an expanded

Vacancy Grade	Minimum Area of Consideration	Employees Eligible (1) (2)	Organization Preparing Vacancy Announcement
Part 1—Postmaster Vacancies			
EAS-A through 15	MSC-wide (3) (4) (5)	All	MSC.
EAS-18	Division-wide (3) (5)	Within 6 grades (or 3 PM levels*).	Division.
EAS-20 through 22	Region-wide (3) (5)	Same	USPS Headquarters.
EAS-24 and above	Postal Service-wide	Same	Same.
Part 2—All Other Field Vacancies			
EAS-13 and below	Installation-wide (3)	All	Installation with vacancy.
EAS-14 through 16	MSC-wide (3) (4)	All	MSC.
EAS-17 through 19	Division-wide (3)	Within 6 grades	Division.
EAS-20 through 22	Region-wide (3)	Same	USPS Headquarters.
EAS-23 and above	Postal Service-wide	Same	Same.
Part 3—Regional Office Vacancies			
EAS-16 and below	Regional Office and Headquarters-related units within commuting distance.	All	Organization with vacancy.
EAS-17 through 22	Region-wide (3)	Within 6 grades	Same.
EAS-23 and above	Postal Service-wide	Same	USPS Headquarters.

*Applies only to postmaster applicants for postmaster vacancies. For EAS-18 postmaster vacancies, all career employees in the vacancy office are sometimes eligible; see 547.71b.

(1) See section 544.1 for general limitations on employee eligibility.

(2) Where this exhibit shows a six-grade level restriction (i.e., at EAS-17 and above) the vacancy may be opened to employees at lower grades within the area of consideration, if experience indicates that sufficient applicants who meet the position requirements are not available using the six-grade limitation. The six-grade limitation is waived when outside recruitment is authorized. In applying the six-grade rule, equivalent grades (subchapter 410, ELM) are not considered.

(3) Includes all eligible employees whose permanent duty stations are located within a) local commuting distance of the vacancy office, or b) the geographic boundaries of the area of consideration, regardless of the employee's employing organization. (Exception: Employees of USPS Headquarters whose permanent duty stations are in the Washington, D.C., area are excluded from this minimum area of consideration, except as provided in note (5) below.) Also includes, for postmaster vacancies, all eligible employees whose permanent duty station is within the vacancy MSC, regardless of the employee's organization.

(4) For vacancies at a Division office or an associate office reporting directly to a Division, the area "MSC-wide" means the Division office and the AOs reporting directly to the Division; it does not include subordinate MSCs within the Division.

(5) Headquarters employees whose permanent duty stations are in the Washington, D.C. area may apply for postmaster vacancies in the Northern Virginia MSC, the Southern Maryland Division, and any postmaster vacancy announced Region-wide in the Eastern Region.

Exhibit 544.1-A. Area of Consideration and Employee Categories

area, so that a subsequent reannouncement should be unnecessary. (See 544.4 for instructions on the expended area of consideration.)

.22 ***(Reserved)***

.23 The vacancy announcement (Form 990 or Division Bulletin) must, as a minimum, include the following information:

a. Identification of position (title, occupation code, grade, salary range, organization, finance number, and location). (Verify grade of postmaster vacancies before announcing.)

b. Statement of the geographic area of consideration and the employees eligible for consideration.

c. Brief description of the duties of the position.

d. Statement of the qualification requirements for the position; i.e., the knowledge, skills, and abilities which are essential, as a minimum, for successful performance in the postion; and/or specific requirements of education, experience, or training.

(1) If a qualification standard for the postion has been published in Handbook EL-302, *Qualification Standards—Nonbargaining Unit Positions,* state the requirements contained in that standard.

(2) If there is no qualification standard in Handbook EL-302, the following instructions apply to local development of qualification requirements:

(a) Qualifications are to include only those requirements which are: 1) job-related, 2) important to successful performance, and 3) necessary at entry into the position. Only those requirements which meet all of these conditions are to be considered essential, and are to be included in the vacancy announcement's statement of qualifications.

(b) Qualifications are to be described by actual knowledge, skills, and abilities. In most cases, experience, education, or training is not to be expressed as a specific requirement, but as a method for demonstrating possession of essential knowledge, skills, and abilities. Using Section III of the position description as a guide, the immediate supervisor or another individual who is knowledgeable of the job should identify and compile a list of the knowledge, skills, and abili-

ties necessary for performance of each duty statement. The knowledge, skills, and abilities should then be screened to remove duplicates and to determine those which are essential; i.e., those which meet the conditions stated above in (a). Generally, the final list should contain between 7 to 12 essential knowledges, skills, and abilities.

(c) Specific requirements of experience should not be included unless they meet the conditions stated above in (a). If included, the kind of qualifying experience is to be described; specifications of the amount of experience (e.g., number of years) are not to be used.

(d) Specific requirements of education or training should not be included unless: 1) they meet the conditions stated above in (a), or 2) there is a recognized academic degree, license, certification, or training requirement associated with the position. If included, the kind of qualifying education, course work, or training is to be described; terms such as "levels of understanding (college or university)" are not to be used. Very few postal positions require an academic degree. Examples of positions which currently require an academic degree are engineer, attorney, nurse, medical doctor, and psychologist.

(e) Some examples of requirements which do not meet the conditions described in (a) are:

(1) A barely relevant kind of experience, or rarely used skill or ability, in comparison to the real needs of the position;

(2) Education requirements which are unreasonable or unnecessary for the performance of critical job duties;

(3) A requirement which could readily be met by a brief, initial period of orientation in and/or familiarization with the position, or for which formal training will be provided after entry;

(4) A requirement which unduly restricts the number of candidates or favors a particular candidate;

(5) A requirement not essential to the immediate position (such as one based on a possible future assignment), except in the case of trainee positions where ability and potential to achieve higher levels in the occupation are required.

(f) The information developed in 2)(b)–(d) should be included in the vacancy announcement's statement of qualifications and retained in the permanent vacancy file to document the job-relatedness of the qualification requirements used and for use by the review committee during the selection process.

(3) Contact the Field Director, Human Resources for assistance. Divisions requiring assistance may contact the Headquarters Office of Selection and Evaluation. Do not use Section IV of the position description, or the qualification standards in Personnel Handbook X–118 B, *Qualification Standards for Postal Field Service* to develop qualification requirements.

e. If appropriate, a statement that the review committee or the selecting official may later request applicants to submit written samples of their past work (as described in 544.541 and 544.623).

f. Application requirements as explained in 554.3 below.

g. Closing date for receipt of applications and address to which applications are to be submitted.

.24 ***(Reserved)***

.25 All installation heads ensure that vacancies are posted on employee bulletin boards in all postal installations under their jurisdiction. Postal management must make information readily available to all employees so they know what the eligibility and qualification requirements are for each vacancy on the list, and how to make known their interest in being considered.

.26 A vacancy does not have to be announced if the same or an identical vacancy was announced previously and fewer than 60 calendar days have elapsed since its closing date. The two vacancies must have the same position title, occupation code, grade, location, tour (where applicable), and position requirements. The selecting official has the option to use the previous applications received. If the review committee has already completed its deliberations, the selecting official has the option to select for the second vacancy from among the candidates recommended by the committee for the first vacancy, provided at least three candidates were recommended.

.27 Candidate List

.271 In large installations, there may be a number of identical vacancies (same title, level, and occupation code) which are filled over a period of time and require many vacancy announcements. Typical examples may include General Supervisor or Manager, Station/Branch Operations. To expedite the selection process, the following optional procedure may be used with the approval of the MSC Manager.

.272 A single vacancy announcement may be issued to cover current and anticipated vacancies. The announcement must clearly state that applications will be considered for current and subsequent vacancies up to 120 days, commencing with the date the review committee makes its recommendations.

.273 The installation head advises the review committee of the number of current and anticipated vacancies over the 120-day period. The committee recommends names as follows:

Number of vacancies	Number of names recommended
1	3–5.
2	4–6.
3	5–7.
4	6–8.
5 or more	Up to 2 times the number of vacancies.

.274 If the list of recommended candidates becomes depleted before 120 days, a new announcement may be issued. (*Depleted* means there are no recommended candidates the selecting official wishes to promote, and the installation head satisfactorily documents the nonselection of any remaining recommended candidates to the MSC Manager.)

.275 For the purpose of using this optional procedure *only*, the following exceptions apply:

a. Immediately after submitting its recommendation memorandum, the committee notifies all applicants in writing as to whether they were recommended. This is an exception to 544.547.

b. Because the recommended candidates remain eligible for selection for up to 120 days, the selecting official is not required to notify those not selected. This is an exception to 544.626.

.276 All other requirements of this subchapter must be observed, e.g., area of consideration, employee eligibility to apply, designation and composition of review committee, interviews, and higher-level review and approval of selection.

544.3 Application Requirements

.31 To apply or be nominated for an announced vacancy, an eligible employee completes Form 991, *Application for Promotion or Assignment*, pages 1–3. The employee's immediate supervisor and the next higher-level supervisor promptly complete and sign the recommendation on page 4. A copy of the completed supervisors' recommendation is then made available to the employee upon request. The 991s are forwarded to the address specified in the vacancy announcement, for receipt by the state closing date.

.32 An incomplete application, including one without recommendation of both supervisors, may cause the employee to be eliminated from consideration by the review committee, unless the employee or the supervisor provides an explanation which is acceptable to the committee. If the employee and one of the supervisors are applicants for the same vacancy, that supervisor prepares a recommendation and an explanation to that effect on the Form 991.

544.4 Expanded Area of Consideration

.41 Optional Expansion

.411 To obtain additional candidates, the area of consideration may be expanded beyond the minimum area listed in Exhibit 544.1 to the appropriate area listed in Exhibit 544.41 or to a larger area.

.412 The area of consideration does not have to be expanded beyond the minimum area listed in Exhibit 544.1 if at least one applicant or nominee meets the position requirements or if the review committee recommends at least one candidate to the selecting official. (See 544.513 and 544.544.)

Minimum area	Minimum expanded area
Division-wide	Region-wide.
MSC-wide	Division-wide.
Installation-wide	MSC-wide.

Exhibit 544.41. Minimum Expanded Area

.42 Required Expansion. The area of consideration must be expanded if there are no applicants or nominees within the minimum area who meet the position requirements or if the review committee does not recommend any candidates to the selecting official. The required *minimum* expanded area is listed in Exhibit 544.41. See 544.43 on *maximum* expansion for positions at EAS–19 and below.

.43 Maximum Expansion (EAS–19 and Below)

.431 For vacancies at EAS–14 through 19 in field installations, the area of consideration is normally not expanded beyond region-wide. If there are no applicants or nominees within the region who meet the full position requirements, the Field Director, Human Resources may authorize outside recruitment (if permitted by Exhibit 542.3), or request that the APMG, Employee Relations Department:

a. announce the vacancy Service-wide, if there is a reasonable expectation that fully qualified applicants are available elsewhere in the Service.

b. authorize recruitment outside the Service if experience indicates that qualified postal employees are not available.

.432 For vacancies at EAS–13 and below in field installations, the area of consideration is normally not expanded beyond MSC-wide. If there are no applicants or nominees MSC-wide, the office with the vacancy may request approval to begin recruiting outside the Service (See 542.3). *Exception:* EAS 11–13 postmaster vacancies are normally expanded Division-wide when necessary.

.433 Vacancies at EAS–14 through EAS–19 in regional headquarters, which cannot be filled within the region, are normally announced Service-wide. The area of consideration is normally not expanded in filling vacancies at EAS–13 and below in regional headquarters.

544.5 Review Committee

.51 General

.511 A review committee is an independent body with at least three members. Each member is responsible for exercising good managerial and professional judgment in recommending to the selecting official those individuals who best meet the requirements of the vacant position. (Note: See 542.2 for definition of the term "best meets.") The evaluations and recommendations of the committee must be made fairly, objectively, and independently of personal bias or others'

undue influence. Neither the committee nor any individual member of the committee, regardless of reporting relationship, represents the selecting official. If necessary, the committee may discuss the criteria with the selecting official, particularly where the vacancy announcement lists minimum qualification requirements. It also must advise the selecting official if at least three qualified candidates cannot be identified and recommended.

.512 Each member of the committee is independently responsible for being familiar with these policies and procedures. Any member who believes these policies and procedures are not being followed should attempt to resolve the issue with the other members of the committee. Failing that, the member is required to advise the MSC Director, E&LR, or Field Director, Human Resources, as soon as possible.

.513 A review committee is not required if five or fewer applications (including nominations) have been received. If a review committee is not used, the selecting official interviews all the available applicants and nominees individually, and selects the one who best meets the position requirements. As an alternative to considering only these applicants and nominees, the selecting official may request to have the area of consideration expanded further. For postmaster vacancies, the SCM (or Division Director, Field Operations) as the recommending official, must interview all applicants if a review committee is not used.

.52 Designation of Members

.521 The following officials designate review committee members:

Vacancy	Organization with vacancy	Committee members designated by—
Postmaster vacancies.	All levels.....	General Manager, Field Division *Note:* may be delegated to Manager, Employment and Development, at the Division level.
Other vacancies.	Associate office reporting to an MSC.	MSC Manager, *Note:* may be delegated to SC Director, E&LR.
	Division; or MSC, BMC, AO, or other installations reporting directly to a Division.	General Manager, Field Division *Note:* may be delegated to Manager, Employment and Development, at the Division level.
	Regional Office.....	RPMG.

.522 In filling positions at EAS–1 through EAS–18 (except postmaster positions) these officials may delegate the authority to designate review committee members to the head of the organization with the vacancy. RPMGs may delegate the authority to designate review committee members to the Regional Directors when filling positions at EAS–22 and below within their departments.

.523 In designating a review committee member from an organization not under their jurisdiction, the officials listed in 544.521 are required to obtain the concurrence of the head (or appropriate functional head) of the other organizations.

.53 Composition of Committee

.531 Designation Requirements

a. The official who designates the review committee is responsible for assuring that the committee is composed of members who:

(*1*) Have a reputation for being fair and objective, and

(*2*) Fully understand the equal employment opportunity program objectives of the Postal Service, and the need to achieve those objectives, consistent with the requirement to recommend applicants who best meet the position requirements.

b. The official who designates the review committee is responsible for making every effort to designate at least one woman or minority employee to serve on the committee. If necessary, the next higher level of management provides assistance in identifying available women or minority employees who meet the other criteria for membership.

.532 Grade Level of Committee. Review committee members must be EAS employees at a grade equal to or higher than that of the vacant position. (PCES executives are eligible to be members regardless of the grade of the vacancy.) If such an employee is not availble, an individual who is in a lower grade position, but at a management level equivalent to the vacancy, may serve on the committee. (For example, an MSC director may be a committee member in filling a higher grade MSC director position, as they are at an equivalent management level). For review committee membership, *grade* means an individual's permanent (or saved) grade, and not a part-time or temporary grade resulting from a temporary assignment (detail), *ad hoc* assignment, or temporary promotion.

.533 Restrictions

a. Neither the supervisor of the position to be filed nor any manager exercising authority over the supervisor, up to and including the selecting official, may serve on the review committee or participate in its deliberations.

b. A manager who has evaluated an applicant on Form 991 is ineligible to serve on a review committee which will consider that candidate. (An exception to this may be made by the official who designated the review committee, when it is impracticable to designate another manager. The reasons for making the exception must be fully documented and placed in the vacancy file.)

c. Exceptions to review committee membership (Exhibit 544.534) may be approved only by the General Manager, Field Division, and this authority may not be delegated. The reasons for making the exception must be fully documented and placed in the vacancy file.

.534 Membership

a. Reviewing committee members will include those individuals listed in Exhibit 544.534.

b. If there is no person available in the vacancy office who meets the other criteria for membership, a member from a different office is designated. That person must meet the criteria for membership.

c. For a professional or highly technical position covered by Exhibit 544.534, a minimum of two members with a high degree of expertise in that particular professional or technical field is designated.

.535 Filling EAS 1–16 Positions. In filling positions at EAS–1 through EAS–16 in a field installation, at least one member of the review committee is from a different office. The other members are from the vacancy office. If an insufficient number of individuals who meet the membership criteria is available in the vacancy office to serve on a committee, the installation head requests assistance from the next higher organization.

.536 Filling Special Emphasis Positions. In filling positions in the Hispanic Program, the Women's Program, and the Employee Assistance Program (EAP), a member from at least the next higher program level is included on the review committee.

.537 Certain Technical Positions. In filling certain technical positions, a member from Headquarters or Regional Staff may serve as the third member of the Review Committee. Examples of such positions are those senior positions in mail classification, plant maintenance, and address information systems.

.54 Duties of Committee

.541 General

a. The committee considers the Forms 991 of all competitive applicants. (The term *applicants* refers to both applicant and nominees.)

b. The committee may require applicants to submit written samples of their past work which demonstrate their abilities in requirements directly related to the vacant position. However, the committee is prohibited from requiring applicants to take a written test, to write a paper on a specified topic, to analyze and solve in writing a prescribed managerial or technical problem or to undergo any other kind of written examination.

.542 Interviews

a. If the committee desires to interview applicants, the selecting official must be notified. As a minimum, either the committee or the selecting official must interview individually all the candidates recommended for the position by the committee. For postmaster vacancies, either the committee or the SCM must interview individually:

(1) All candidates recommended by the review committee, and

(2) All eligible candidates from the vacancy office, whether or not they were recommended by the review committee.

b. If both the committee and the selecting official are interviewing an employee from another location, the two interviews should be conducted during the employee's same trip, whenever possible, to reduce travel expenses. (Employees are responsible for being available for interview regardless of personal plans, such as scheduled leave.) The committee should make a reasonable effort to accommodate individual schedules, but

Vacancy	Organization with vacancy	Review committee members
EAS–17 or Higher.	Associate Office	1. Functional MSC director or designee.* 2. Member from vacancy office. 3. Member from a different office.
	Division; or MSC, BMC, or other installation reporting to the Division.	1. Functional member from vacancy Division. 2. Member from vacancy office. 3. Member from a different office.
	Regional Office	1. Functional member from HQ or Regional office. 2. Member from vacancy Regional office. 3. Member from a Division or MSC.
Postmasters **	EAS A–13	1, 2, and 3. All members from within vacancy MSC.***
	EAS 15–22	1. Director from vacancy Division (or designee). 2. Member from vacancy MSC.*** 3. Member from different MSC (or Division).
	EAS–24 and above..	1. Division Director from vacancy Division. 2. MSC Director from vacancy MSC.* 3. AO postmaster from vacancy Division (or different Division).

Notes:

*For vacancies at AOs reporting directly to a Division, this member is the functional Division Director, or designee.

**All postmaster review committees must have at least one postmaster member.

***For vacancies reporting directly to a Division, these members are from the vacancy Division.

Exhibit 544.534 Review Committee Membership

is not required to delay its proceedings or recommendations.

.543 Recommendation Memo

a. The committee recommends at least three, but not more than five, candidates who best meet the position requirements. The committee prepares a memorandum (signed by all members) to the selecting official, listing the names of the recommended candidates. Recommendations are submitted in alphabetical order of the candidates' last names. The Forms 991 (and written work samples, if required) on the recommended candidates are also furnished to the selecting official.

b. For postmaster vacancies:

(1) A narrative evaluation is prepared by the immediate supervisor for:

—each candidate recommended by the review committee, and

—each local eligible who applies, whether recommended by the committee or not.

This evaluation (see Exhibit 544.543) is reviewed by the next higher-level manager who may add any appropriate comments to the file. These evaluations are *not* made available to the review committee, but are forwarded to the recommending official for consideration in making a recommendation.

(2) The SCM (or Field Director, Field Operations for AO's reporting directly to a Division) prepares a brief comparative analysis of the candidates recommended by the committee, as well as any local candidates, then recommends one of the candidates for appointment. The complete file (see 544.9) is then forwarded to the General Manager, Field Division, for final approval and appointment.

(3) If the General Manager, Field Division, declines to appoint any of the recommended candidates, the vacancy is republished with or without an expanded area of consideration.

.544 Recommendation of Only 1–2 Candidates. If the review committee recommends only one or two candidates, the committee notifies the official who designated the committee. That official may either:

a. Authorize the selecting official to consider the recommended candidate(s) and make a selection, or

b. Arrange to have the vacancy reannounced with an expanded area of consideration.

.545 Reannouncements. If the area of consideration is expanded, any candidate recommended by the committee need not reapply, but is considered in competition with applicants responding to the new vacancy announcement. The same or a different review committee may be used.

.546 No Recommended Candidates. If the review committee does not recommend any candidates, the vacancy is reannounced with an expanded area of consideration, as described in 544.42.

.547 Notification. The committee's written notifications to applicants not recommended to the selecting official are withheld until after the selecting official advises the committee that a selection has been made and approved. See 544.275 for exception when selecting from a candidate list.

544.6 Selection

.61 Definition of Selecting Official. The selecting official is normally the supervisor or manager to whom the vacancy reports. All selections are subject to higher level review and approval (see section 544.64). For postmaster positions, the General Manager, Field Division, is the appointing official and the recommending official is as follows:

Postmaster vacancies	Recommending official	Approving official
AO Postmaster Vacancies Reporting directly to MSC Manager.	MSC Manager	General Manager, Field Division.
AO Postmaster Vacancies Reporting directly to Division.	Division Director, Field Operations.	General Manager, Field Division.

.62 Selecting Official's Responsibility

.621 The selecting official chooses the individual who best meets the position requirements from among the candidates recommended by the review committee. (*See* 542.2 for definition of the term "best meets.").

.622 The selecting official must individually interview all the recommended candidates, unless the review committee has already done so. To reduce travel expenses, interviews by the review committee and the selecting official should be held during the employee's same trip, whenever possible. (Employees are responsible for being available for interview regardless of personal plans, such as scheduled leave.) The selecting official should make a reasonable effort to accommodate individual schedules, but is not required to unduly delay the selection process.

.623 Unless the review committee has already provided them, the selecting official may require *all* of the recommended candidates to submit written samples of their past work which demonstrate their abilities in requirements directly related to the vacant position. However, the selecting official is prohibited from requiring candidates to take a written test, to write a paper on a specific topic, to analyze, and solve, in writing, a prescribed managerial or technical problem, or to undergo any other kind of written examination.

.624 The selecting official must make the selection exclusively on merit, and must not preselect a candidate. In addition, no action should be taken which will create the impression that all candidates are not given a fair opportunity to be selected, or that a candidate has been pre-selected. The selecting official must not attempt to influence the deliberations or recommendations of a review committee.

.625 If the decision is not to select any of the recommended candidates, the selecting official is required to justify the nonselection and obtain approval (through management channels) from the designating official listed in 544.521 before taking any further action to fill the vacancy.

.626 After a final selection has been made and approved, and the individual has accepted the offer, the selecting official notifies the other recommended candidates in writing. See 544.275 for exception when selecting from a candidate list.

.63 Interview and Reporting Arrangements. Arrangements to interview applicants or to obtain reporting dates on selected candidates are made through the employee's supervisors or employing office. *Exception:* Such arrangements involving employees of USPS Headquarters are made through the Field Director, Human Resources, and the General Manager, Headquarters Personnel Division.

.64 Selection, Review, and Approval

.641 All selections (whether promotion, reassignment, or other type of personnel action) are normally made by the supervisor or manager to whom the vacancy reports, subject to next higher-level review and installation head approval. (This general policy is not intended to restrict management's authority to assign or reassign nonbargaining people.) At regional offices "installation head" means the department head, who is the regional director.

.642 The required higher-level review and approval must be accomplished before the personnel action is effected or the selection announced.

.643 If the selecting and reviewing officials cannot resolve a difference over the selection, the issue will be referred to the approving official for resolution. Any selection not approved will be returned to the selecting official who will make an alternate selection from among the recommended candidates. This selection will also be subject to review and approval.

.644 If there are other levels of management between the reviewing and approving officials, the approving official may authorize additional levels of review.

.645 For vacancies reporting directly to installation heads, the reviewing official is the functional director at the next higher management level, and the approving official is the installation head to whom the reviewing official reports.

.646 For postmaster selection, the SCM (or Division Director, Field Operations) recommends, and the General Manager, Field Division appoints; also see section 547. For postmaster positions at EAS-24 and above, the selection must be approved by the RPMG prior to appointment.

.647 Exceptions: Clerical positions reporting directly to a Division General Manager or Regional Director do not require higher-level review or approval.

544.7 Modifications for Certain Positions

.71 Filling Positions on Ad Hoc Basis

.711 Certain nonbargaining positions in the EEO and Hispanic Programs are filled on an *ad hoc* basis. Modifications to the procedure for filling these positions are as follows.

.712 The minimum area of employee consideration is the same as the area served by the position (installation-wide, MSC-wide, division-wide, or region-wide), regardless of its grade.

.713 If there are fewer than three applicants within the minimum area, or if the review committee recommends fewer than three candidates, the selecting official may either select from among the available applicants or recommended candidates, or request, through management channels, that the vacancy be reannounced with an expanded area of consideration.

.72 (Reserved)

544.8 Temporary Assignments (Details)

.81 Policy. The policy on the use of temporary assignments (details) is described in ELM 353.3.

.82 Time Limitations

.821 Six-Month Time Limit. Newly promoted employees may not be detailed to another position until 6 months has elapsed from the date of promotion, except in emergencies with the approval of the MSC Manager.

.822 Sixty-Day Time Limit. The following policy applies when a vacant position covered by this subchapter is filled by higher-level temporary assignment (detail), pending selection of a person for permanent assignment. An individual may be assigned to the position from the same or another installation for a total of not more than 60 calendar days. If that individual is an applicant for the position, the higher-level assignment must be terminated before the 61st day. If that individual is not an applicant, the next higher level of management may approve an extension of that person's temporary assignment beyond 60 days, until a selection is made and approved and the new incumbent assumes the position. An individual who has served in a vacant position for more than 60 days is ineligible for appointment to that position. (This rule does not apply to PCES candidates except when filling postmaster positions.)

.83 Exclusions. The 60-day time limit does not apply:

a. If the assignment is to a position at the same or lower grade,

b. During the temporary absence of the incumbent,

c. To an OIC assignment (see 544.84),

d. To people detailed to an initial-level supervisor position (see 537.3).

.84 Officer-in-Charge (OIC)

a. An OIC is an employee assigned the responsibilities of a postmaster position on a temporary basis. An OIC is appointed when a postmaster position is vacant, pending filling of the position on a permanent basis; or when a postmaster is temporarily absent, or is expected to be absent, from the position in excess of 30 continuous calendar days. When a postmaster is temporarily absent, or is expected to be absent, for 30 continuous calendar days or less, the senior supervisor, Postal Operations Administrator, or leave replacement, as appropriate, performs the essential duties of the postmaster position, without being designated as OIC.

b. Unless specific approval is granted in advance by the Field Director, Human Resources, an employee will not be permitted to serve in an OIC assignment for more than 180 calendar days. *Exception:* If the 180-day period expires in the month of December, the assignment will be extended to the end of the first full pay period in January in the following year. (Note: The 180-day limitation does not apply to an OIC assignment to a postmaster position ranked at EAS grades A through 11.)

c. An employee serving or having served in an OIC assignment during a current vacancy at an EAS–13 or above post office, is ineligible for appointment to the current postmaster vacancy. In unusual circumstances (e.g., sparsely populated geographic areas), an exception may be made with the prior approval of the Field Director, Human Resources.

d. The restrictions in 544.84b & c do not apply when an employee is assigned as OIC during the temporary absence of the postmaster.

.85 Developmental Opportunity. Where consistent with meeting operational requirements, temporary assignments should be used as opportunities to provide employees with experience which will benefit their career development. First consideration for nonbargaining unit details or other special assignments will be given to nonbargaining employees. Selection of employees for temporary assignments should reflect the affirmative action policy of the Postal Service and insure that women and minority employees are utilized in all levels of these assignments.

544.9 Vacancy File

.91 Establishment. For each position filled under the competitive procedure, a vacancy file is established. It is identified and maintained by vacancy announcement number and/or position title.

.92 Contents

.921 *Only* the following documents (or copies) are included in the file:

a. Vacancy announcement.

b. Position description and EL–302 qualification standard, if one exists, or the lists of knowledge, skills, and abilities, education, experience, or training requirements which were developed for the position, (See 544.232d).

c. Names, position titles, and grades of all review committee members.

d. Documentation on review committee membership if an exception was made under 544.533b.

e. Forms 991 of all applicants, including their work samples, if provided.

f. Review committee's recommendation memorandum to the selecting official, signed by all committee members.

g. Copies of letters to all nonselected applicants.

h. Name of candidate selected.

i. Memoranda pertaining to the review and approval of the selection.

j. Copies of completed Form 5938.

k. A record of any exception allowed to any requirement of this chapter.

.922 Postmaster selection files also must contain:

a. An organization chart for the vacancy office.

b. Form 1832, *Employee Complement and Organization Data*, for the vacancy office.

c. Operating budget of the vacancy office.

d. Community description of the vacancy office.

e. A comparative analysis, prepared by the selecting official (see 544.61), of the candidates recommended by the Review Committee as well as any local candidate(s) whether or not recommended.

f. Declination statements from any local eligibles who did not wish to be considered for the vacancy.

g. Most recent Form 2451, *Merit Evaluation*, on all recommended and local candidates for vacancies at EAS–18 or above. (Form 2452–A/B/C will supersede Form 2451.)

h. Narrative evaluation (Exhibit 544.543) on all applicants considered by the selecting official.

.93 Retention

a. The vacancy file is retained in the selecting official's organization for 2 years and then destroyed, unless an audit, investigation, or appeal

is pending. The file is subject to review by higher management on a need-to-know basis, and by EEO professionals and officials of the Postal Service. The file may be forwarded through postal management channels to officials of the Office of Personnel Management, Merit Systems Protection Board, and Equal Employment Opportunity Commission who are acting in the performance of their duties.

b. For postmaster vacancies, in addition to the provisions in 544.93a, forward one complete copy of the selection file to the Division Manager with the recommendation.

.94 Personal Notes. Any notes made by individual review committee members to assist in evaluating applicants are considered their own property and not records of the USPS. Such notes are not to be circulated among other committee members, nor are they to be included in the vacancy file.

545 Funding

545.1 Relocation Expenses

.11 Reimbursable. Employees who are selected, competitively or noncompetitively, as a result of applying or being nominated under a vacancy announcement are entitled to reimbursement of authorized relocation expenses, as described in Handbooks F–10, *Travel,* and F–10A, *Relocation Guidelines.* This rule also applies when employees voluntarily apply for announced positions at their present or lower grades and are selected. Allowable relocation expenses are paid by the gaining organization.

.12 Nonreimbursable. Relocation expenses are not paid by the Postal Service incident to other voluntary reassignments or other voluntary changes to lower grade positions which are not initiated by management.

545.2 Travel Expenses

Allowable travel expenses for interviews or review committee meetings are borne by the selecting official's organization *Exceptions:* 1) The Management Academy pays the interview expenses for the placement of MAS Master Instructors who are at or near completion of their 2-year assignments. 2) The SCM pays the interview expenses for postmaster vacancies.

545.3 Salaries

Salaries of selected employees are set in accordance with ELM 410.

546 Reporting Requirements

All competitive promotions made under subchapter 540 will be reported on Form 5938, *Promotion Report.* The completed Form 5938 is submitted with the Form 50–A to the ELRIC, and a copy is retained in the vacancy file.

547 Postmaster Selection Procedures

547.1 Coverage

The provisions in this section apply *only* to postmaster vacancies and are in addition to the other provisions in subchapter 540.

.11 The General Mgr., Field Division is the appointing official for all postmaster positions, and this authority may not be delegated.

.12 The SCM determines the actual dates of installation of newly appointed postmasters, but in every instance such installations must be completed within 30 calendar days of the effective date of the appointment.

.13 In order that the National Directory of Postmasters can be maintained on a current basis, the postal official responsible for the installation of an OIC or a newly appointed postmaster sends a copy of the completed Form 2030, *Report of Installation—Postmaster/OIC,* to the USPS Historian, Room 10400, USPS Headquarters, 475 L'Enfant Plaza SW, Washington, D.C. 20260–0012.

.14 Postmaster appointments will be announced on a monthly basis, with appointments effective at the beginning of the last pay period of each month. Form 1376, *Postmaster Appointment List,* must be completed and submitted 8 working days prior to the effective pay period to the Selection Systems Administration Branch, Room 9671, U.S. Postal Service Headquarters, 475 L'Enfant Plaza, S.W., Washington, D.C. 20260–4256. Mark the envelope "Restricted Information—Form 1376." Form 1376 is not available from area supply centers. Reproduce it locally from Exhibit 547.14.

547.2 Authority to Fill Vacancies

.21 The Division Managers authorize the filling of vacant postmaster positions existing within their respective divisions.

.22 To the extent possible, all vacancies in postmaster positions must be filled within 90 days of the date the position became vacant. In those instances where the effective date of a vacancy is known in advance by reason of written notification of retirement or resignation of the incumbent, every effort must be made to complete the nomination, selection, and appointment process to preclude the necessity of installing an OIC.

.23 In those instances where the Division Manager determines a vacant position is not to be filled pending a final decision on a proposal to discontinue or consolidate a post office, the vacancy is not announced until a final decision is made to retain the post office.

547.3 Community Involvement

Postmasters are expected to identify with and be appropriately involved in the communities

they serve. If necessary, the General Manager, Field Division, or MSC Manager may require that newly appointed postmasters relocate closer to their post offices to provide the required services and to ensure their community involvement.

547.4 One-Year Service Requirement

Newly appointed postmasters may not be detailed, reassigned, or appointed to another position in the Postal Service until one year has elapsed from the date of appointment as postmaster, except in emergencies with the approval of the Division Manager.

547.5 *(Reserved)*

547.6 Requirements for Postmaster Positions

.61 For Vacancies Below EAS–18

.611 All candidates must show through their total experience and background that they have the ability or potential ability to manage the post office at which the vacancy exists by demonstrating that they can:

a. Carry out operational plans and procedures economically and efficiently.

b. Operate the post office with an attitude of responsive service to customers.

c. Be fair and objective in dealings with others.

d. Adjust work activities and schedules to meet emergency conditions or unanticipated requirements.

e. Communicate skillfully, both orally and in writing.

f. Accurately maintain basic financial records and stamp stock.

.612 For EAS A–E, candidates from outside the Postal Service must reside in the community (i.e., either in the delivery or service area).

.62 For Vacancies at EAS–18 and Above

.621 Basic Requirements: All candidates must show through their total experience and background that they have the ability to manage the post office where the vacancy exists. This includes the ability to:

a. Foster an attitude of responsive service to customers by the staff.

b. Devise efficient and effective operational plans and procedures.

c. Maintain operating costs and expenditures in proper relationship to the authorized budget.

d. Devise improvements in work methods and procedures.

e. Adjust work activities and schedules to meet emergency conditions or unanticipated requirements.

f. Communicate skillfully both orally and in writing.

g. Define assignments or projects clearly.

h. Delegate authority and responsibility, and work with and through others effectively.

i. Motivate, develop, and supervise employees of varied backgrounds and skill levels.

j. Negotiate effectively with employee groups.

k. Deal fairly and objectively with subordinates.

.622 Experience: Applicants must clearly demonstrate by their experience, within or outside the Postal Service, that they have the ability to organize, plan, and schedule the work of a business-type organization in order to operate efficiently within a fixed budget, assure prompt and accurate service, and develop plans for making the organization capable of responding effectively to seasonal and other variations in the workload. For EAS–24 and above, all the stated experience must have been at an organizational level that provided the employee with a broad perspective of managerial responsibilities, principles, and techniques.

547.7 Local Eligibles

.71 Qualified career employees at the vacancy post office who satisfy the following eligibility requirements and who exercise the right of self-nomination by the timely submission of Forms 991 are designated as eligible candidates.

a. Must be a career employee on the rolls of the vacancy office.

b. Must be at a permanent grade (including saved grade) which is no more than six grades below that of the vacancy. If there are no supervisors in the office permanently assigned to a position which is within six grades of the vacancy, supervisors more than six grades below the vacancy may self-nominate. Any career employee at the vacancy post office is eligible for consideration if the only authorized full time management position is that of postmaster.

c. Must satisfactorily meet the basic requirements and qualification standards.

d. Any employee reassigned to another office within normal commuting distance who has retreat rights and is within grade range is considered as an eligible candidate in the office of origin when the postmaster position is vacant.

.72 Employees at the vacancy office who decline to exercise the right of self-nomination are requested to do so in writing.

.73 All local eligibles must be considered by the selecting official when making a recommendation for appointment.

547.8 Limited Applications

Employees may not be applicants for more than three postmaster vacancies at a time.

547.9 Disclosure of Information

.91 Applicability of the Privacy Act. Postmaster Selection Records are described as Privacy Act System USPS 120.130. The records are, therefore, subject to access under Privacy Act regulations and instructions (39 CFR 266 and ASM 353).

.92 Disclosure to Candidates. Upon written request of candidates, the candidates are allowed access to, or to receive a copy of, each record maintained on them, including evaluations.

.93 Information which identifies sources who have furnished information about the candidate under an expressed agreement of confidentiality must be removed prior to the release of the record.

.94 The investigative memorandum prepared by the postal inspector may be released *only* by the Inspection Service, and a report must be forwarded to the following address for that purpose: Chief Postal Inspector, U.S. Postal Service, Washington, D.C. 20260–2100. When forwarding, include the candidate's written request.

CHAPTER 6—Personnel Paperwork

The February, 1985 edition of Form 2489, *Identification of Physical/Mental Disability,* had a printing error on the first six codes listed. They should be 01, 04, 13, 15, 16 and 17. For further guidance on handicap coding refer to P–11 611.8 and Exhibit 611.811. Section 611.8 is revised as follows:

* * * * *

611.8 Reporting on Accessions of Handicapped Persons

.81 Criteria for Reporting

.811 Handicap Codes. The codes in Exhibit 611.811 correspond to those appearing on Form 2489, *Identification of Physical/Mental Disability.* These codes should be applied in determining reportable handicaps under the program. After the applicant reads the Privacy Act Statement, the examining physician enters the applicable code on Form 2489.

.812 Other Impairments. Other impairments, not specifically listed in the handicap codes, but which are relatively static and serious enough to present a placement problem, (for example, rheumatic fever, phobia of heights, and neurological conditions) should be reported under the code which most nearly describes the affected part of the anatomy (body or mind). For example, residuals of rheumatic fever affecting the heart should be reported under codes 80 or 81, depending on severity; and phobia of heights and neurological conditions, under code 91.

.82 Checking Use Of Proper Code. The employee who is responsible for hiring must check the code that has been entered on Form 2489 by the examining physician against the designations in the exhibit, to verify that the code accurately reflects the information provided in section E of Form 2485, *Certificate of Medical Examination.* In questionable cases, the appointing officer should consult the postal medical officer or contact the examining physician for clarification. In cases involving multiple disabilities, use the code which describes the impairment that would most likely result in placement difficulties. Enter the applicable code in element 37 on Form 50–B.

* * * * *

These changes will be incorporated into a future revision to Handbook P–11.

—Employee Relations Dept., 6–5–86.

Analysis of Postmaster Candidates Experience, Background, and Potential

Postmaster positions are essentially management positions, and as such require people who have demonstrated the basic requirements to manage an efficient operation. This analysis should address the specific experience, training, knowledge, or background the candidate has which realistically supports the capability to perform in the postmaster position.

Evaluators should cite factual information which supports possession, or lack, of the basic requirements, rather than evaluating performance or potential. Use examples of how the candidate demonstrates the requirement in actual work situations, rather than an opinion of the degree to which the candidate possesses it.

The information and questions listed below are intended to guide the thinking and considerations of postal management in evaluating the candidate. The candidate should not be questioned directly for this analysis; rather the evaluator should simply state the information believerl to best describe the candidate's experience, training, or knowledge in each of the areas as applicable to the specific postmaster position for which the candidate is being evaluated.

1. Decision Making/Problem Solving

Decisions are made within the framework of policy, with consideration of:

a. What difficulty has the candidate experienced with accepting responsibility, solving problems, making decisions, and taking appropriate action?

b. What decisions has the candidate made that fall outside of established policy, regulations, or precedent?

c. Does the candidate obtain all the facts in a situation and analyze them carefully? (Give examples)

2. Budget Operations

a. What type of budgeting experience has the candidate had (business, farm, home, club or church, etc.)? Cite specifics.

b. Has the candidate ever prepared an annual budget? If so, for what, how much, etc.?

c. Has the candidate had training or education in finance, budgeting, or accounting?

d. Has the candidate ever administered a budget? If so, what kind, how much, for how long, etc.?

e. Has the candidate ever initiated or administered a cost reduction or savings program? Be specific.

3. Planning and Scheduling of Work

Post Office work requires continuous operation 24 hours per day and 365 days per year in many locations. There are also peak periods, such as Christmas, when hundreds of temporary employees may be added to the work force. This makes the planning and scheduling of shifts important to efficient operations. It also points to the need for numbers of training personnel to fill in for illness, vacations, weekends, etc. Keeping trained part-time flexibles is necessary, but having excess personnel is costly and inefficient. The cost of operations can be kept to a minimum by management experienced in planning and scheduling continuous and fluctuating operations. Consider:

a. What kinds of work planning or scheduling the candidate has handled. (Own work, subordinates' work, employees, money, machines, time, etc.) Cite examples.

b. Whether the candidate has short-range (job-by-job) planning or long-range (week or longer) planning experience.

c. The candidate's experience in cyclical or seasonal or peak planning.

d. Whether the candidate's plans incorporate a system for follow-through and controls.

4. Safety and Health

Great expense is involved where employee absenteeism is high and the accident frequency and severity rate is high for injuries to employees. Absenteeism must be kept to a minimum because extra personnel must be available. In an organization the size of the Postal Service this could mean thousands of employees. All of the extra people must be trained and included in the cost of pensions and other benefits. This cost is usually about 25 percent of an employee's salary. The same applies to employees who are injured on the job, with the added cost of Workers' Compensation and misery to the employee. A well managed operation gives priority to controlling absenteeism and safety. Consider:

a. The candidate's understanding of the safety and health responsibilities of a postmaster.

b. How the candidate relates safety and health to efficient operations.

c. What relationship the candidate makes between absenteeism and operating costs.

d. The candidate's personal health and attendance record, including current sick leave balance.

5. Customer and Community Relations

The postmaster has daily occasion to do business with people from all walks of life in the community, and can improve service and reduce costs by convincing industry and business leaders that acceptance of service in non-peak hours, delivery of mail to specific locations, etc., can result in better service and lower cost. It is also important that a favorable Postal Service image is presented to the community. Customer and community relations experience is helpful in this phase of a well managed operation. Consider:

a. What positions the candidate holds in community.

b. Whether the candidate has been active in groups such as chambers of commerce, community improvement associations, homeowners' associations, etc. (Be specific)

Exhibit 544.543 (p. 1).
Analysis of Postmaster Candidates Experience, Background, and Potential

c. Whether the candidate has participated in fundraising campaigns and to what extent.

d. The candidate's experience in selling ideas, positions, or recommendations to others, both within and outside of the post office.

The following areas need to be addressed only when the postmaster position under consideration has subordinate career employees:

6. Labor Relations

Management rights include, but are not limited to, hiring, directing, and disciplining employees, and managing the operations. These are the exclusive functions of management and cannot be assumed by employees or other persons, whether by practice, default, or other methods.

Employees and their representatives have certain benefits and rights and these rights have to be respected if an operation is to be well managed. Consider:

a. What is the candidate's understanding of management's rights?

b. What is the candidate's position regarding the rights of employees and of their labor representatives?

c. What actual relationship has the candidate had with organized labor?

7. Equal Employment Opportunity

Postmasters are responsible for the implementation of an effective equal employment opportunity program, including affirmative action in the recruitment and selection of employees. Postmasters must be able to deal fairly and impartially with all employees and customers.

a. What is the candidate's description of an integrated workforce?

b. What does the candidate consider are the qualifications an employee must possess for employment, promotions, job assignments, etc?

c. What specific jobs has the candidate held which required demonstration of sensitivity to the needs, beliefs, and understandings of minority groups?

8. Employee Development

Ideally, the candidate under consideration has developed supervisors within the post office who are recognized as assets; or the candidate has developed people outside of the post office that are recognized in industry as management assets:

a. Cite specific examples of people who have been trained and developed by the candidate. (Use titles, positions attained, methods employed, frequency, etc.)

b. Does the candidate delegate work commensurate with responsibility and authority?

c. Is the advice and counsel of the candidate sought by others? By whom?

d. How does the candidate summarize beliefs on employee development?

9. Supervision

Successful supervision requires both reward and discipline when each is deserved. The supervisor who personally tells an employee about a promotion or a raise in salary, but does not mention poor work performance, absenteeism, or educational deficiencies which can be improved, is not a good manager.

Successful supervision also requires the ability to delegate responsibility to others in the organization, which prevents inefficiency due to work overload and allows the opportunity for development of a subordinate. Larger post offices may have a multi-tour operation as well as several stations or branches.

Experience in control is desirable for efficient operation.

a. What kinds of supervisory experience has the candidate had? (Give titles, numbers, of subordinates, kinds of subordinates, when, etc.)

b. Is the candidate considered a firm or a lenient supervisor? Why?

c. What situations calling for face-to-face discussion with employees has the candidate had? (Explain)

d. What kinds of relationships does the candidate maintain with supervisors at same level? Superiors? Subordinates?

e. How frequently and to what extent does the candidate followup the work of subordinates?

f. What kinds of experience has the candidate had which would require coordinating, directing, and controlling the performance of outlying units such as associate post offices, branches, sales offices, distribution centers, warehouses, regional offices, etc. (Be specific as to exactly what kind, how many, their size, their functions, when, etc.)

Exhibit 544.543 (p. 2).
Analysis of Postmaster Candidates Experience, Background, and Potential

Postmaster Appointment List	Effective Date of Appointment	List Number	Send Postmaster Certificates to This Division:

Name, Former Position, Level, & Office	SSN	State, City, & County of New Appointment (Alphabetize. List state first.)	New Level

Restricted Information

PS Form **1376**, June 1986

Initials, Field Division General Manager/Postmaster:

Exhibit 547.14 Postmaster Appointment List

Appendix D—Sample Letters

Appendix D-5 Personnel Operations

Notification of Disqualification
(Based on Application Information)

U.S. POST OFFICE

(Date)

Mr. John Doe
P. O. Box A
Blythe, Ohio 44299-4444

Dear Mr. Doe:

This refers to your application for Clerk-Carrier dated (month, day, year).

On your application you admit a conviction for theft in Washington, D.C., in March 1978, for which you were convicted and received a sentence of 30 days in jail or a fine of $60.

After careful consideration, we have determined that because of your conviction, you are disqualified for employment at present in this position.

You may make a written request for reconsideration of this decision within 15 days. Your request must be addressed to the undersigned at (specify mailing address).

Sincerely,

Samuel Myer
Postmaster

Appendix D-5, Sample Letter Notifying Applicant of Disqualification (Nonmedical)

Personnel Operations

Appendix D-6

Notification of Disqualification
(Used After Letter of Inquiry)

U.S. POST OFFICE

(Date)

Mr. John Doe
P. O. Box A
Blythe, Ohio 44299-4444

Dear Mr. Doe:

This refers further to your application for the position of Clerk-Carrier and to our letter of (date) requesting your comments or explanation concerning information secured from inquiries made to determine your qualification and fitness for this position.

After careful consideration of all the facts, including your explanation, we have found that, because of your habitual use of intoxicating beverages to excess, your conviction record, and your false statements in your application concerning the conviction, you are disqualified for employment at present in this position in the Postal Service.

You may make a written request for reconsideration of this decision within 15 days. Your request must be addressed to the undersigned at (specify mailing address).

Sincerely,

Samuel Myer
Postmaster

Appendix D-6, Sample Letter Notifying Applicant of Disqualification (Nonmedical)

Appendix D-7 Personnel Operations

Notification of Medical Unsuitability

U.S. POST OFFICE

(Date)

Mr. John Doe
P. O. Box A
Blythe, Ohio 44299-4444

Dear Mr. Doe:

You have been found medically unsuitable for the position of Mailhandler, and your name has been removed from the active register of eligibles.

A review of your medical records and evaluation by our Medical Officer revealed recurrent dislocations of your left shoulder. This condition is not compatible with the strenuous activities required for this position, which includes heavy lifting, pushing, pulling, repetitive stretching and reaching. Under these conditions, postal employment would place your personal health and safety in jeopardy.

You may make a written request for reconsideration of this determination within 15 calendar days from the date of this letter. Your request must be addressed to the undersigned at (specify mailing address).

You may include additional medical or other relevant information in support of your request for reconsideration. The medical officer will review your files and any additional information you submit and make a determination. The best evidence is the objective medical findings from a board certified specialist in the field that deals with your particular problem, or a current evaluation from the Veterans Administration if your are receiving disability compensation.

I sincerely hope you have or will find suitable employment which is rewarding to you. Thank you for your interest in employment with the Postal Service.

Sincerely,

Samuel Myer
Postmaster

Appendix D-7 Sample Letter to Eligible
Found Medically Unsuitable

Revaluation of Postage Stamp Affixers

Effective June 6, 1986, the selling price of postage stamp affixers (**Item 835**) will be increased from $19.95 to $20.95 each. This necessitates the following steps at all post offices:

A. Unit Reserve Stock and Stamp Credits

All stamp affixers will be returned to the Main Stock of the post office no later than June 5, 1986.

B. Main Stock

Cross out the current price ($19.95) shown on the label on the back of each stamp affixer container and write the new selling price ($20.95) on the label.

C. Accountability

1. CAG A THROUGH J POST OFFICES. Multiply the total number of stamp affixers on hand, as shown on Form 3295, *Daily Record of Stamps, Stamped Paper, and Non-postal Stamps on Hand,* by $1.00. Enter the result as a write-in to Account Identifier Code (AIC) 171, Postage Stock Revaluation, in the Received section of Form 3958, *Main Stock (or Unit Reserve Stock) Transaction Record.* The accounting unit will enter the amount of the increase as a write-in to AIC 171 on Form 3959, *Daily Recap—Stamp Stock Transactions,* and in the receipts section of the Accountbook.

2. CAG K AND L POST OFFICES. Multiply the total number of stamp affixers on hand by $1.00. Enter the result as a separate line entry in the Increase Column of Part Six—Daily Stamp Stock Record, of the Accountbook. AIC 805, Ending Inventory-Postage Stock will be increased by the total amount of the revaluation. The offsetting entry will be a write-in to AIC 171, in the receipts section of the Accountbook.

—Dept. of the Controller, 6–5–86.

Excess Property—Reporting and Use Of

National progress concerning serviceable, excess property reporting and utilization by field offices for Postal Quarters I and II, Fiscal Year 1986, has resulted in a cost avoidance to the Postal Service of $21.2 million. All managers are reminded that serviceable, excess property must be timely reported and used as the first source of supply to meet operational needs.

Field managers are to be guided by Handbook AS–701, *Supply Management,* Chapter 6, and by specific instructions from regional offices for the reporting and use of serviceable, excess property.—*Procurement & Supply Dept., 6–5–86.*

Regional Revenue Protection Branches and Mail Classification Centers

Effective June 7, 1986, many of the functions currently performed by Regional Revenue Protection Branches will be transferred to the newly created Rates and Classification Centers listed below. All forms, reports, and customer matters normally referred to these branches should be directed to the Centers after June 7.

Mail Classification Centers (MCCs) must continue to operate normally until June 7 when their responsibilities will be transferred to the Rates and Classification Centers. A memorandum will be issued to each MCC when this becomes effective.

Rates and Classification Centers

Rates and Classification Center
Office of Classification and Rates Administration
1845 Walnut Street
Philadelphia, Pennsylvania 19196–9599

Rates and Classification Center
Office of Classification and Rates Administration
New York, New York 10095–9599

Rates and Classification Center
Office of Classification and Rates Administration
Main Post Office Building
433 West Van Buren Street
Chicago, Illinois 60698–9599

Rates and Classification Center
Office of Classification and Rates Administration
1407 Union Avenue
Memphis, Tennessee 38165–9599

Rates and Classification Center
Office of Classification and Rates Administration
850 Cherry Avenue
San Bruno, California 94096–9599

—Rates & Classification Dept., 6–5–86.

Pub. 347

Mailing Free Matter for Blind and Visually Handicapped Persons

This article will clarify a requirement contained in Publication 347, *Mailing Free Matter for Blind and Visually Handicapped Persons (October 1985).*

Blind or visually handicapped customers who are *currently* receiving postage-free service in their delivery area are not required to submit certification. However, the postmaster *must* ensure that the names and addresses of those customers are kept on file in the post office. The requirement to submit certification applies only to customers who are new to the delivery area.

—Marketing Dept., 6–5–86.

Copyright material has been

deleted, not available for

Microfiche Edition.

Margaret Mitchell Stamp

A one-cent Great Americans Series stamp honoring author Margaret Mitchell will be issued on June 30, in Atlanta, Georgia.

Born in Atlanta, Georgia, on November 8, 1900, Mitchell grew up in an environment permeated by the Old South. Her father, president of the Atlanta Historical Society, along with the family's servants, held her spellbound with stories about the Civil War and Reconstruction.

In 1922, Mitchell applied for, and won, a job as a reporter for *The Atlanta Journal Sunday Magazine*, a major accomplishment for a woman of her era. She worked at the *Journal* until a severe ankle injury forced her to leave. It was during her convalescence that she began to recall the stories of her youth, transforming them into the pages of a blockbuster: *Gone With The Wind.*

When *Gone With The Wind* was published in 1936, it became a publishing phenomenon, reaching a sales record of 50,000 copies in one day.

Procedures for ordering first day cancellations are as follows:

Customers Affixing Stamps: Customers are encouraged to buy stamps and affix them to their own envelopes. All envelopes must be addressed on the right side at least ⅝ of an inch up from the bottom. Customers are reminded to affix at least 21 cents additional postage to meet the minimum First-Class postage rate of 22 cents. Mail covers by July 30 to: MARGARET MITCHELL STAMP, POSTMASTER, ATLANTA, GA 30304–9991. No remittance is required.

Postal Service Affixing Stamps: The Postal Service will affix stamps when requested to do so. Postal personnel will affix one 20-cent Fire Pumper and two Margaret Mitchell stamps to each cover to meet the minimum First-Class postage rate of 22 cents. Mail orders by July 30 to: MARGARET MITCHELL STAMP, POSTMASTER, ATLANTA, GA 30304–9992. The cost is 22 cents for each cover serviced. Personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment.

After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–17
Remove after July 30

PLEASE POST ON BULLETIN BOARD

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21568** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010004	101433	283124	335030	454094	616040	770870	902437	937104
010012	101485	292146	335034	460006	625002	770882	902451	945251
010300	101516	294061	335037	462208	626029	773050	902452	945271
011010	101786	294131	335058	462211	631185	781007	907238	945285
011018	101802	294143	335166	462213	631291	782199	907252	945294
014310	103009	303374	335176	462215	631300	782208	910210	945304
018114	109002	303408	335189	464010	631329	782240	913300	951143
019030	109017	303508	335246	464065	641073	782251	913392	951189
019037	112001	303511	335566	468053	641272	784125	917236	954076
021016	112004	303531	336042	477013	641523	797132	917480	954212
021064	112143	303537	336043	478008	672143	800069	917553	958131
021147	112197	303539	336049	489029	701437	801009	917556	958139
021188	113083	303565	336077	489200	705002	801012	917562	958143
021321	114071	303578	336225	500010	706078	802275	917599	958154
021360	114107	303624	336616	511625	711218	802276	921321	960016
021401	115831	303634	336624	520023	713036	802436	921344	968195
021449	115851	303637	336630	520025	731220	802442	921416	968203
021491	117163	314536	337038	532223	731241	802450	924071	968224
021500	117204	319005	337080	537024	741273	802465	924077	981134
021501	117259	322368	337514	537057	741412	802468	924103	981293
025005	142146	323045	339301	551123	741421	802471	924107	981353
027033	146215	323047	372195	551133	750090	809033	924111	981401
031012	165032	324390	374077	551186	752194	837053	926462	981478
031014	181020	325106	374102	554221	760246	837060	926638	981481
038080	191413	328104	392120	600372	760261	841003	926658	981510
066045	191506	328154	393042	601012	760265	841024	926722	981511
066054	198036	331328	402003	601083	760280	846013	926731	981525
069219	200381	331555	402143	601230	761111	850009	926738	981535
069241	200392	331573	405072	601379	762006	850329	926742	981559
069251	200426	331623	405075	601406	770037	856016	926775	981571
071463	223053	331700	415002	601651	770072	882074	926777	981573
075094	232015	333252	420006	602015	770219	891104	926825	981611
075097	235110	333349	430008	605503	770343	891223	926845	989019
078003	253057	333367	432155	607263	770400	901037	927022	989039
079378	275049	333708	432174	607488	770401	901060	931008	992157
080016	282125	333726	432186	612021	770544	901118	931817	995230
080112	282187	333740	452267	616035	770601	901234	931818	997087
080115	282193	334001	452303	616036	770632	901391	931830	997088
085006	283093	334028	452328	616037	770717	901455	931879	997089
101162	283096	334049	452333	616038	770783	902082	935020	997090
101275	283111	335022	452339	616039	770831	902436	937070	997110

—Marketing Dept., 6–5–86.

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

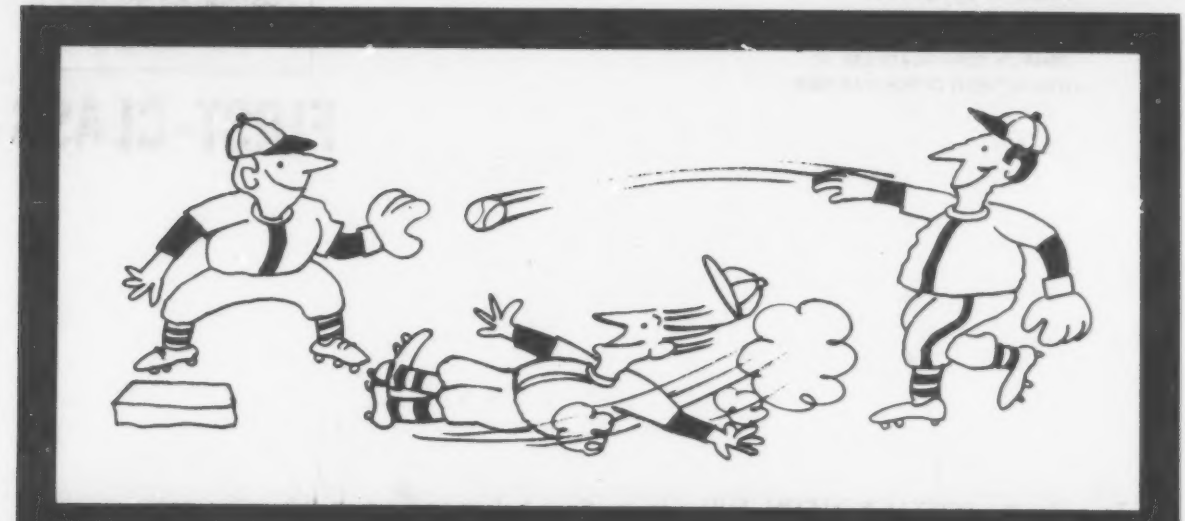
The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21557 article.

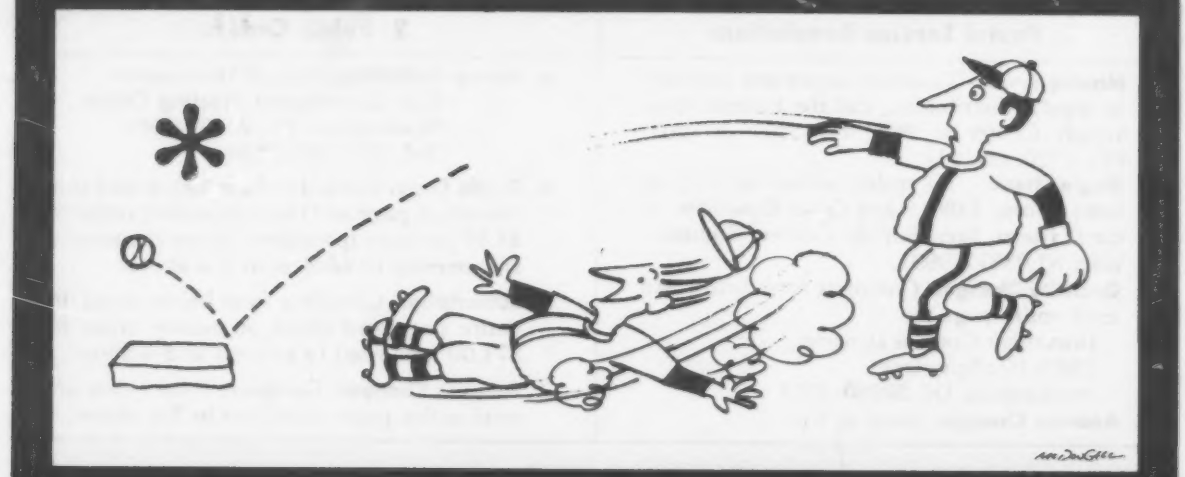
459,203,201 to 3,300
459,219,301 to 9,900
459,831,901 to 2,500
460,008,060 to 8,075
461,137,601 to 7,900
461,170,981 to 1,000
461,304,906 to 5,100
461,393,102 to 3,400
461,757,001 to 7,500
461,882,656 to 3,200
462,378,501 to 8,600
463,196,321 to 6,340
463,221,045 to 1,200
463,312,700 to 2,800
463,792,231 to 2,300
465,721,001 to 1,200
466,469,490 to 9,500
467,078,146 to 8,400
467,224,173 to 4,200
467,229,732 to 9,800
467,245,501 to 6,000
467,246,033 to 6,100
468,399,981 thru 468,400,000
469,281,701 to 1,800
469,899,682 to 9,720
470,922,901 to 3,300
472,349,101 to 9,600
472,395,284 to 5,400
474,094,501 to 4,800
474,155,876 to 5,900
475,972,101 to 2,160
475,977,186 to 7,240
476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
488,553,870 to 4,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
509,073,646 to 5,100
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
513,795,458 to 5,500
528,910,726 to 0,900
515,697,926 to 7,929
515,790,190 to 0,230
515,892,011 to 020
516,649,101 to 9,200
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
521,995,972 to 996,008
523,727,009 to 100
526,389,501 to 9,600

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the Postal Bulletin. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21566 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
278 965 4900 to 4917
279 022 5467 to 5499
279 256 2135 to 2199
280 255 8618 to 8647
280 619 5719 to 5732
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 841 7243 to 7399
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 389 9242 to 9299
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
365 997 7565 to 7699
366 772 6702 to 6799
366 998 7669 to 7681
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
369 718 3783 to 3799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999





EVERYONE*

IS IMPORTANT

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Don't let the ball drop.

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U.S. MAIL

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

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AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

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Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21570

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

PB 21570—June 12, 1986—40 Pages

Message from the Postmaster General

National Safety in the Workplace Week

We all know about the need for safety in our postal facilities. None of us want to experience, for ourselves or our coworkers, the pain and suffering caused by an accident. None of us want our families to have to endure the hardships that may result from such an accident. The way to avoid accidents, injuries, and the misery that accompanies them is for all of us to be involved in the Postal Service safety and health program.

While we should strive to work as safely as we can all during the year, there is a special week which has been set aside to emphasize the need for workplace safety. National Safety in the Workplace Week has been established specifically to encourage employers and employees throughout the United States to work together to improve on-the-job safety. If you are currently involved in our safety program, your efforts are appreciated. If you have not been involved in the program, this is an excellent time to get involved. Your thoughts and ideas *can* make a difference.

I am asking you to join with me in observing National Safety in the Workplace Week, June 15–21, 1986. By using every means available to us, we can make a real reduction in our occupational injury and motor vehicle accident rates and assure a safe and healthful workplace for all of us.

ALBERT V. CASEY,
Postmaster General.

SAFETY IS NO ACCIDENT

Tours of the National Museum of American History

A large number of postal employees have recently requested tours of the Hall of Postal History and Philately at the National Museum of American History, Washington, DC. The Museum staff is delighted by this increased interest in postal history and philately and is anxious to accommodate all requests for the 1½ hour tour.

To reserve your tour write or telephone the office of Rita Moroney, Postal Service Historian, at least *two weeks* in advance of your projected visit. Mrs. Moroney can be reached as follows:

Mrs. Rita Moroney
USPS Headquarters, Room 10400
Washington, DC 20260–0012
Tel: (PEN) 268–2507 or (commercial) 202–268–2507

—*Office of the Research Administrator/Historian, 6–12–86.*

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P1.3:

14-Cent Wisconsin Territory Postal Card

The 14-Cent Wisconsin Territory commemorative postal card will be placed on sale July 3, 1986, in Mineral Point, WI.

Do Not Sell Before July 5, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Collector information is on page 31.

Supply. An automatic distribution will be made to post offices with philatelic centers only. Since the total quantity of this postal card will be distributed automatically, *supplemental requisitions will not be honored* at the Government Printing Office for ***item 209.***—*Marketing Dept., 6–12–86.*

14-Cent Settling of Rhode Island Commemorative Postal Card

The 14-Cent Settling of Rhode Island Commemorative postal card will be placed on sale June 26, 1986, in *Providence, Rhode Island,* not Newport, Rhode Island, as stated in POSTAL BULLETIN 21567, 5/22/86, page 1.

—*Marketing Dept., 6–12–86.*

Return Receipts

A tear-out poster reminding delivery employees about the proper completion of return receipts is included on page 29. This poster should be displayed in a prominent place where it can be seen by delivery employees.—*Office of Classification & Rates Administration, 6–12–86.*

Parcel post packages for Canada and Mexico, as well as other countries, must bear customs declarations

Statue of Liberty Philatelic Product Display

In the next two weeks, all CAG A through G offices and their classified facilities will receive an easel card with take-one order forms to be displayed in retail lobbies. The cards and order forms feature an offer for a philatelic product consisting of a first day cover with the new Statue of Liberty commemorative stamp, which is available only by mail order from the Statue of Liberty Foundation through its fulfillment facility in El Paso, Texas. This product is *not* available through the Postal Service.

The Postal Service's Philatelic Sales Division, however, is currently selling via mail order a similar product with a different stamp affixed.

Display the easel cards immediately upon receipt and remove them October 1, 1986.

—*Marketing Dept., 6–12–86.*

Pub. 201A

A Consumer's Directory of Postal Services and Products

The Spanish edition of Publication 201A, *A Consumer's Directory of Postal Services and Products* will soon be distributed to MSCs serving an Hispanic population of 100,000 or more. All post offices within these MSCs must maintain adequate quantities of Publication 201A for free distribution to the public.

These publications are provided as part of our consumer education program and should be available on writing tables or in general display units for public distribution.

The publications are packaged in cartons of 500. Limited quantities can be ordered from the supply centers by submitting Form 7380, *Supply Center Requisition.*—*Marketing Dept., 6–12–86.*

Correction

Regional Revenue Protection Branch and Mail Classification Centers

Please refer to POSTAL BULLETIN 21569, 6/5/86, p. 40, article entitled same as above. The mail classification centers (MCCs) *MUST* continue to operate as MCCs until further notice. In the near future each MCC will be notified by memorandum when their responsibilities are transferred to the Rates and Classification Centers.—*Office of Classification & Rates Administration, 6–12–86.*

The orange and blue pouch is to be used for Express Mail Service only.

THE FEDERAL EMPLOYEES' RETIREMENT SYSTEM (FERS)

The Federal Employees' Retirement System Act of 1986 was signed into law by the President on June 6, 1986. This new retirement plan covers all career employees first hired on or after January 1, 1984, who are currently covered by the dual Civil Service Retirement/Social Security Systems.

The FERS is a three-tier retirement plan which consists of:

1. Tier I—Social Security.
2. Tier II—Basic Annuity Plan.
3. Tier III—Thrift Savings Plan.

A summary of the three-tiered FERS is as follows:

A. Tier I—Social Security Coverage

Covered employees mandatorily continue under the Social Security Program. During 1986, employees pay Social Security taxes of 7.15 percent of gross annual wages up to $42,000.

The Social Security Administration administers the social security benefits programs which consist of retirement benefits, disability benefits and survivor benefits. Direct inquiries concerning social security matters to the nearest office of the Social Security Administration.

B. Tier II—Basic Annuity Plan

Employees must complete at least five years of creditable civilian service to be eligible for an annuity under the Basic Annuity Plan.

Employees' contributions withheld from basic pay will be:

1. 1.3 percent in 1987.
2. .94 percent in 1988–1989.
3. . 8 percent in 1990 and later.

The amount of the basic annuity will be computed by multiplying 1 percent of the individual's "high-3" average pay times the years and complete months of total creditable service. If the individual retires after 62 with 20 or more years' service, 1.1 percent of the "high-3" is used instead of 1 percent.

Age and service requirements for unreduced annuity:

1. Age 65 with 5 years' service.
2. Age 60 with 20 years' service.
3. Minimum retirement age with 30 years' service:

(a) Born before 1948—Age 55.
(b) Born 1948–1952—Graduated to age 55 years—10 months.
(c) Born 1953–1964—Age 56.
(d) Born 1965–1969—Graduated to age 56 years—10 months.
(e) Born 1970 and Later—Age 57.

Employees retiring after meeting minimum retirement age with 30 years' service or age 60 with 20 years' service receive supplement equal to social security benefit until age 62.

Employees who reach minimum retirement age with 10 years' service may retire and receive a reduced annuity. The reduction is 5 percent for each year under age 62.

Employees retiring before age 62 will not receive annuity cost-of-living adjustments (COLA) until they reach age 62.

Annuity COLAs for retirees age 62 and over:

1. CPI increase up to 2%, annuitants receive full increase.
2. CPI increase 2 to 3%, annuitants receive 2%.
3. CPI increase 3% or more, annuitants receive increase minus 1%.

Employees have option to withdraw contributions in a lump sum upon separation and forfeit monthly annuity payments.

C. Tier III—Thrift Savings Plan

Employees who join plan can contribute up to 10% of basic salary.

USPS matches first 3% of employees contributions dollar for dollar.

USPS matches next 2% of employees contributions $.50 for each dollar contributed by employees

U.S. Postal Service pays 1% of employees' salary into plan whether employee joins or not.

Open season every 6 months for employees to join and/or reallocate investments.

Investments can be made in 3 funds:

1. Fund A—Special Government securities.
2. Fund B—Fixed-Income securities.
3. Fund C—Equities using a stock index fund.

Account balance can be paid as follows:

1. As annuity for life or for a fixed term.
2. In cash (at retirement age, death or disability).
3. As rollover to IRA (at termination of employment).

Active employees cannot withdraw funds.

A loan program will be established by January 1, 1988.

D. Miscellaneous Provisions

1. *Credited Service:*

a. Part time employment is pro-rated.
b. Unused sick leave is *NOT* credited.

READEX FICHE best copy available

c. Post-1956 Military service requires deposit of 3 percent of military basic pay. (Information pertaining to a refund of deposits for post-1956 military service for those employees who have already contributed 7 percent of military basic pay will be provided at a later date.)

2. *Special Groups:*

a. Law enforcement officers (Postal Inspectors) can retire with unreduced benefits at age 50 with 20 years of service, or at any age with 25 years of service.

b. Annuity is 1.7% of high 3 x years of service up to 20, 1.0% times years of service over 20.

c. Postal Inspectors (law enforcement officers) contribute additional 0.5% of pay.

3. *Employees Hired Before Jan. 1, 1984.* Employees under regular Civil Service Retirement System (CSRS) Plan:

a. Will have option to elect coverage under the new FERS plan between July 1, and December 31, 1987.

b. Can remain under CSRS and participate in Tier III (Thrift Savings Plan) only and contribute up to 5% of pay but receive no matching USPS contributions.

4. *Effective Dates:*

a. Tiers II and III become effective January 1, 1987.

b. Current temporary (dual Civil Service Retirement/Social Security) plan will be extended to December 31, 1986. Covered employees will continue to contribute 1.3 percent of basic pay withheld as retirement contributions through December 31, 1986.

c. One percent of basic pay under current temporary plan will be credited to Tier III for all service in 1984–86.

A letter explaining the details of the new plan will be sent to each Postal employee covered by the new FERS.—*Employee Relations Dept., 6–12–86.*

Parcel Post Customs Declaration and Dispatch Note

Problems are occurring with Form 2966B, *Parcel Post Customs Declaration and Dispatch Note* (Feb. 1985). The clear plastic envelope is defective. This causes the customs forms to separate from the parcel during mail processing.

Acceptance Employees

All acceptance employees should follow these procedures when using Form 2966B:

1. Ensure the customs forms are inside the envelope.
2. Peel off the backing sheet and affix the envelope to the parcel.
3. *Reinforce* the envelope by *placing adhesive tape on all four sides.*

The next printing of Form 2966B will correct any problems.—*Office of Classification & Rates Administration, 6–12–86.*

Rural Routes—Special Equipment Maintenance Allowance Schedule

The provisions of Article 9.2.I.3 of the 1984 NRLCA Agreement, reduced the rural carrier Equipment Maintenance Allowance (EMA) by 1¢ per mile and the minimum EMA rate by 40¢ per day, effective May 10, 1986 (PP 11–86). Also, the rural carrier EMA was reduced from the prior 32¢ per mile or $12.80 per day, whichever was greater, to 31¢ per mile or $12.40 per day, whichever is greater.

Rural Carrier Relief (Des. 75) employees, when providing auxiliary assistance or serving an auxiliary route, and auxiliary Rural carriers (Des. 77) will be paid an EMA of 31¢ per mile or $3.70 per hour, whichever is greater, not to exceed the amount provided for in the special chart for the route steps and miles.

The EMA schedule on pages 5 and 16 supersedes all previously published EMA schedules.

—*Employee Relations Dept., 6–12–86.*

SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE – RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE MAY 10, 1986 (PP 11-86)

MILES	STOPS = #0260	#0280	#0300	#0320	#0340	#0360	#0380	#0400	#0420	#0440	#0460	#0480	#0500	#0520	#0540	#0560	#0580	#0600	#0620
8	12.40	12.40	12.40	12.40	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80
9	12.40	12.40	12.40	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90
10	12.40	12.40	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00
11	12.40	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10
12	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20
13	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30
14	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40
15	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50
16	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60
17	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70
18	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80
19	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90
20	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00
21	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10
22	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20
23	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30
24	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40
25	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50
26	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60
27	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70
28	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80
29	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90
30	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00
31	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10
32	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20
33	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30
34	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40
35	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50
36	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60
37	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70
38	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80
39	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90
40	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00
41	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10
42	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20
43	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30
44	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40
45	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40	
46	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40		
47	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40			
48	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40				
49	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40					
50	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40						
51	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40							
52	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40								
53	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40									
54			16.80	16.90	17.00	17.10	17.20	17.30	17.40										
55					17.10	17.20	17.30	17.40											
56							17.40												
57																			
58																			

SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE – RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE MAY 10, 1986 (PP 11-86)

MILES	STOPS = *0640	*0660	*0680	*0700	*0720	*0740	*0760	*0780	*0800	*0820	*0840	*0860	*0880	*0900	*0920	*0940	*0960	*0980	*1000
8	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70
9	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80
10	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90
11	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00
12	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10
13	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20
14	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30
15	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40
16	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50
17	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60
18	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70
19	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80
20	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90
21	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00
22	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10
23	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20
24	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30
25	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40
26	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40	
27	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40		
28	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40			
29	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40				
30	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40					
31	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40						
32	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40							
33	16.40	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40								
34	16.50	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40									
35	16.60	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40										
36	16.70	16.80	16.90	17.00	17.10	17.20	17.30	17.40											
37	16.80	16.90	17.00	17.10	17.20	17.30	17.40												
38	16.90	17.00	17.10	17.20	17.30	17.40													
39	17.00	17.10	17.20	17.30	17.40														
40	17.10	17.20	17.30	17.40															
41	17.20	17.30	17.40																
42	17.30	17.40																	
43	17.40																		

DMM Revision

POST OFFICE BOX FEE GROUPS

Summary of Changes

Effective **July 1, 1986,** DOMESTIC MAIL MANUAL (DMM) 951 and 952 are revised to simplify administration of post office box fee groups in noncity delivery (NCD) offices. The NCD offices have found it difficult to administer two or three different fee groups for the same post office box service. This change provides that all NCD offices charge only the Group 2 fees. No changes are made to the assignment of Group 3 fees at Community Post Offices (CPOs), and Group 3 fees are retained at all contract stations and branches of NCD offices.

The DMM is revised as follows:

951 Post Office Box (P.O. Box) Service

* * * * *

951.2 Fees

* * * * *

.22 Fee Groups

.221 General Provisions

Customers at all facilities under the administration of the same post office are subject to the same post office box fees applicable at the main office. This includes any post office which has been discontinued and reestablished as a station or branch or another post office.

.222 Fee Group application

a. Group 1 Fees

(1) Customers at all facilities of a city delivery post office who are eligible for any kind of delivery by postal carrier, must be charged Group 1 fees. A customer who is ineligible for any kind of delivery by postal carrier may use one box at Group 2 fees. (Additional boxes may be rented at the applicable Group 1 fee.)

(2) All customers who receive mail at a mail processing facility which is not under the administration of a post office must pay Group 1 fees.

b. Group 2 Fees. Customers at noncity delivery (NCD) offices will be charged Group 2 fees.

c. Group 3 Fees. Customers at all Community Post Offices (CPOs) and at all contract stations and branches of NCD offices, including Community Post Offices (CPOs), will be charged the Group 3 fee.

.23 Changes in Fees. Changes in post office box fees may be required by a general fee change; or a different fee group may become applicable to the customers at an office as the result of a change in carrier service, or a change in the status of a postal facility. Revised post office box fees are effective on the date of the action which caused the change unless another date is specified in an official announcement. If a post office box fee is increased, no customer will be required to pay at the new rate until the end of the period (annual or semi-annual), for which the fee has already been paid.

.24 General Delivery. A customer who is eligible to use a post office box at Group 2 fees, but who, in fact, does not use a box, may receive no more than one separation in general delivery without time limit. Customers who are not eligible to use a post office box at Group 2 fees may not receive general delivery for periods longer than 30 days except as provided in 953.

* * * * *

952 Caller Service

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.124 Caller Service at Group 2 non-city delivery offices is available only as provided by 952.222b(2).

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.222b(2). Caller service will be provided for Group 2 non-city delivery offices only if a customer desires delivery through a post office box, and either no post office box or no post office box of appropriate size is available. In that event, a single box number will be assigned and caller service provided. The caller fee will be the same amount as the box fee for the largest box at that facility. Regular caller service fees are charged for any additional separations requested.

These changes will be incorporated into a future revision to the DMM.—*Office of Classification & Rates Administration, 6–12–86.*

Insured mail must bear the complete Names, Addresses, and ZIP Codes of Sender and Addressee

22-Cent Statue of Liberty Stamp

The 22-Cent Statue of Liberty stamp will be placed on sale July 4, 1986, in New York, NY. In France on the same day, the French postal administration also will issue a similar postage stamp.

Do Not Sell Before July 5, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 50.
Collector information is on page 33.

Supply. All post offices will receive approximately double their standard automatic-distribution quantity for a 50-subject commemorative stamp. Since the total quantity of this stamp will be distributed automatically, *supplemental requisitions will not be honored at the Bureau of Engraving and Printing for* ***item 408.***

Beginning with this commemorative issue, post offices with philatelic centers will receive their select, four-position stock in the reduced packaging quantities as referenced in POSTAL BULLETIN 21555, 2–27–86, page 14. The revised quantities are as follows:

Select stock quantities normally received	Revised quantities
Less than 1 carton	20,000 for each philatelic center.
1 to 3 cartons	125,000 stamps.
4 or more cartons	250,000 stamps.

The above quantities will remain in effect for all subsequent 50-subject commemorative stamps.—*Marketing Dept., 6–12–86.*

Handle indemnity claims and claim status inquiries promptly

4-Cent Father Edward J. Flanagan Regular Stamp

The 4-cent Father Edward J. Flanagan regular stamp will be placed on sale July 14, 1986, in Boys Town, NE. Father Flanagan was the founder of Boys Town, near Omaha, Nebraska. It was the success of Boys Town and his assistance to the U.S. Government in setting up youth programs like Boys Town that earned him worldwild recognition as an authority on the training and rehabilitation of delinquent boys.

Do Not Sell before July 15, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 100.
Collector information is on page 37.

Supply. An automatic distribution will be made to post offices with authorized philatelic centers only. Refer to POSTAL BULLETIN dated February 27, 1986, for automatic quantities being shipped. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices are encouraged to order sufficient quantities to meet philatelic demand.*

Bulk Quantities. Post offices with 950 or more revenue units requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition-Bulk Quantities,* to the Bureau of Engraving and Printing, using ***item number 054.*** Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5 million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring these stamps should requisition them immediately from their designated stamp distribution offices on separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—*Marketing Dept., 6–12–86.*

BUY U.S. SAVINGS BONDS

DMM Revision

PLANT LOAD OPERATIONS

Effective **June 7, 1986,** DOMESTIC MAIL MANUAL 154.2 and 154.3 are revised to reflect the restructuring of the Postal Services field organizations. See the interim regulations described in POSTAL BULLETIN 21566, 5/15/86, pages 7–8, and published in POSTAL BULLETIN 21567, 5/22/86, pages 3–16.

Plant load operations are provided to mailers only when such operations are a benefit to the Postal Service. The Postal Service realizes a benefit from such operations when the increased transportation costs of plant loading are less than the cost of processing the mail at postal facilities that will be bypassed by the plant load operation. An application for plant load operations will be approved by the MSC Manager/Postmaster if the minimum volume and the maximum mileage criteria are met and, in coordination with the transportation management office (TMO) manager, it is determined that transportation equipment is available. If these criteria are not met, the application will be reviewed and acted on by the Field Division General Manager/Postmaster. The application will be granted if it meets the criteria described below for determining whether the plant load will result in a cost savings to the Postal Service by (1) the Field Division Manager, if the application is for an intra-Division service area plant load or (2), if the application is for an inter-Division service area plant load, by the origin and destination Field Division Managers and the serving TMO Managers, because coordination is required between the origin and destination Divisions.

The DMM is revised as follows:

154 Plant-Load Operations

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154.2 Procedures for Authorization of Plant Loads

.21 Filing Application. A mailer desiring to have mail plant loaded must complete Form 3815, *Application for Plant-Load Authorization,* and submit it to the postmaster of the post office serving the mailer's plant. The local postmaster will review an application for completeness and forward it to his management sectional center (MSC).

.22 Action by MSC Manager. An application will be approved by the MSC Manager/Postmaster if:

a. It meets the requirements set forth in 154.313a or 154.323a **(Alternative 1, Minimum Volume and Maximum Mileage)** and

b. After coordination with the transportation management office (TMO) manager, it is determined that transportation equipment is available in accordance with 154.312.

If the application is approved, the MSC manager will send a copy to the Field Division General Manager/Postmaster. If the requirements set forth in 154.313a or 154.323a are not met, the MSC manager must send the application to the Field Division Manager for review in accordance with 154.23.

.23 Action by Field Division General Manager/ Postmaster

.231 Intra Division Service Area. An application for an intra-Division service will be approved by the Field Division Manager, if:

a. It meets the requirements set forth in 154.313b **(Alternative 2, Cost Savings Analysis)** or 154.323b **(Alternative 2, Cost Savings Analysis)** or 154.323c **(Alternative 3, Mail Processing Capacity)** and

b. After coordination with the TMO manager, it is determined that transportation equipment is available in accordance with 154.312.

The application will be denied if the requirements of 154.313b or 154.323b or 154.323c are not met.

.232 Inter-Division Service Area. An application for an inter-Division service area plant load will be approved by the origin and destination Field Division Managers and the serving TMO Managers, if it meets the requirements set forth in 154.313b **(Alternative 2, Cost Savings Analysis)** or 154.323c **(Alternative 3, Mail Processing Capacity).** The application will be denied if the requirements of 154.313b or 154.323b or 154.323c are not met.

.24 Notification of Action to Mailer. Each official acting upon an application must act upon it within five business days of receipt. The MSC Manager must promptly notify the mailer in writing of the action taken. If the application is denied, the MSC Manager must notify the mailer specifying the reasons for the denial and informing the mailer of his right to appeal the denial.

.25 Commencement of Operations. The application will be approved if it meets all of the requirements set forth in 154.3 for either intra- or inter-service-area plant loads, as appropriate. If the application is approved and the mailer desires plant-load operations, the mailer must enter into a plant-load agreement with the Postal Service. Plant-load operations may commence once the application is approved and the mailer enters into the agreement.

.26 Failure to Meet Requirements. The local postmaster of the post office which serves the mailer's plant is responsible for monitoring plant-load operations and must notify his Field Division manager if, at any time, a mailer fails to meet the requirements set forth in these regulations for two consecutive postal accounting periods, or in-

stead a period set forth in the mailer's plant-load agreement. The plant-load authorization must then be reevaluated by the Field Division Manager.

.27 Appeal

.271 Responsibility. If an application is denied by the Field Division Manager, the mailer may appeal to the National Plant Load Policy Committee at Postal Service Headquarters, which will issue a final ruling on the application. Such an appeal must be filed with the Chairman of the National Committee, the Director, Office of Transportation and International Services, Mail Processing Department, Washington, D.C. 20260–7130, within 10 calendar days of the date of the mailer's receipt of the Divisional manager's notice of denial. The National Committee consists of the following officials or their designees: Director, Office of Transportation and International Services, Mail Processing Department, (chairman); Director, In-Plant Systems Office, Mail Processing Department; Director, Office of Classification and Rates Administration, Rates and Classification Department; Director, Office of Fleet Management, Delivery Services Department; Director, Office of Marketing, Marketing Department; and Associate General Counsel, Office of Postal Rates and Mailing Rules, Law Department.

.272 Procedures. The mailer must specify in its appeal the reasons why the application should be approved.

154.3 Requirements for Approval of Plant-Load Applications

.31 Intra-Service Area

.311 General. An application for an intra-service-area plant-load will be approved if transportation equipment is available (154.312) and cost savings to the Postal Service are demonstrated under *either* **Alternative 1** (154.313a) *or* **Alternative 2** (154.313b).

.312 Equipment Availability. Transportation equipment must be available to transport the mail to the BMC, ASF, MSC, or SCF, in the service area of the mailer's plant. If equipment is not available, sufficient additional transportation equipment must be obtained, if possible. The application will not be granted until additional transportation equipment is obtained.

.313 Cost Savings. The plant load must result in cost savings to the Postal Service. A cost savings can be demonstrated *either* under **Alternative 1** (154.313a) *or* **Alternative 2** (154.313b) below.

a. Alternative 1: Minimum Volume and Maximum Mileage. The current and future volume of mail to be plant loaded must be at least 50 percent of a vehicle by weight or cube, and the mileage from the mailer's plant to the destination postal facility must be 150 miles or less. For mail verified and accepted at a mailer's plant, the Postal Service may allow mailings verified at the plants of two or more mailers located in the same service area to be combined to meet the minimum volume requirement. For mail verified and accepted at the bulk mail acceptance unit of the origin BMC, ASF, MSC, or SCF, the minimum volume requirement must be met by the mailings of only one mailer. (See 154.423 for requirements for verification at postal facility.)

b. Alternative 2: Cost Savings Analysis. If the mailer does not meet the criteria in **Alternative 1** (154.313a), cost savings to the Postal Service must be demonstrated using the analysis on Form 3815.

.32 Inter-Service Area

.321 General. An application for an inter-service-area plant load will be approved if transportation equipment is available (154.322) and cost savings to the Postal Service are demonstrated under *either* **Alternative 1** (154.323a) *or* **Alternative 2** (153.323b) *or* **Alternative 3** (154.323c).

.322 Equipment Availability. Transportation equipment must be available to transport the mail to the BMC, ASF, MSC, or SCF outside the postal facility's service area in which the mailer's plant is located. If equipment is not available, sufficient additional transportation equipment must be obtained, if possible. The application will not be granted until additional transportation equipment is obtained.

.323 Cost Savings. The plant load must result in cost savings to the Postal Service. A cost savings can be demonstrated under *either* **Alternative 1** (154.323a) *or* **Alternative 2** (154.323b) *or* **Alternative 3** (154.323c) below.

a. Alternative 1: Minimum Volume and Maximum Mileage

(1) Minimum Volume. The current and future volume of mail to be plant loaded must be at least 60 percent of a vehicle by weight or cube. Mailings of two or more mailers located in the same service area may be combined to make up the minimum volume.

(2) Maximum Mileage for Highway

(a) If the plant-load transportation is via highway and bypasses the origin SCF and at least one BMC, ASF, or ADC, the mileage from the mailer's plant to the destination postal facility must be 275 miles or less.

(b) If the plant-loaded transportation is by highway and bypasses only the origin SCF, the mileage from the mailer's plant to the destination postal facility must be 150 miles or less.

(c) There is no mileage criterion for plant-load transportation by railroad or water.

b. Alternative 2: Cost Savings Analysis. If the mailer does not meet the applicable criteria in Alternative 1 (154.323a), cost savings to the Postal Service must be demonstrated by using the analysis on Form 3815.

c. Alternative 3: Mail Processing Capacity. Even if

the mailer does not satisfy either Alternative 1 (154.323a) or Alternative 2 (154.323b), the cost savings criteria may be deemed to be satisfied if the local origin postal facility is operating at or near its mail processing capacity for the type of mail plant-loaded. The Field Division Manager shall determine whether a facility is at or near its mail processing capacity and whether to authorize plant load in such cases. If the Field Division Manager subsequently determines that the local origin postal facility is operating below its mail processing capacity for the class or type of mail plant-loaded, the Field Division Manager must re-evaluate the plant-load authorization.

These changes will be incorporated into a future revision of the DMM.

—Mail Processing Dept. and Office of Classification & Rates Administration, 6–12–86.

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NO. 163

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

Win$Mill
P.O. Box 48630
Bentall Centre
Vancouver, B.C.

Empress Marketing
Box 65780
2160 Commercial Drive
Vancouver, B.C.

Can Win
P.O. Box 34220
Station D
Vancouver, B.C.

Central Marketing
P.O. Box 4500
Postal Station A
3449 Saanich Road
and
Paul Doyle
P.O. Box 4500
Postal Station A
3449 Saanich Rd.
Victoria, B.C.

FEDERAL REPUBLIC OF GERMANY

L.E. Freundel
D–6 Frankfurt/Main 70
Postfach 70 02 30

Final Order. The tentative *Lottery Order* issued against the following has become final:

CANADA

Sanjak Subscriptions
Box 23186
Vancouver, A.M.F.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 6–12–86.*

Stamps and Stationery Items Removed From Sale

The following stamps and stationery items will be withdrawn from sale at the Philatelic Sales Division on June 30, 1986:

Item No.	Stamps and Items
	Regular Issue Stamps
005	5-cent Pearl Buck
	Souvenir Cards
502	$2.00 Israphil '85
503	$2.00 Argentina '85
504	$2.00 Olympilex '85

Except for the 5-cent Pearl Buck stamps, any stock remaining on hand after June 30, 1986, must be withdrawn immediately from all philatelic outlets and returned to the main stock to be handled in accordance with Handbook F–1, *Financial Handbook for Post Offices,* 553.

Post offices may continue to sell the 5-cent Pearl Buck stamps at their regular windows until the stock is exhausted.

The Inspection Service will give attention to this area during audit review.

—*Marketing Dept., 6–12–86.*

IMM Revision

Expansion of International Surface Air Lift (ISAL) Network

The following service changes in the International Surface Air Lift (ISAL) network will take effect on June 15, 1986:

a. *Direct* ISAL service will now be available from Miami, Florida to London, Great Britain and Panama City, Panama. This expansion of service is reflected in the revised ISAL postage rate tables for that AMF origin (see pages 13–16).

b. *Direct* ISAL service will also be extended from New York, New York to the following country destinations in the Far East:

1. Bangkok, Thailand.
2. Shanghai, China (People's Rep.).
3. Hong Kong, Hong Kong.
4. Kuala Lumpur, Malaysia.
5. Seoul, Korea (South).
6. Taipei, Taiwan.

These changes are reflected in the revised ISAL postage rate tables for AMF New York, New York, which appear on pages 13–16.

This expansion of the ISAL country network for Miami, Florida and New York, New York will be reflected in a future revision to the INTERNATIONAL MAIL MANUAL.—*Office of Classification & Rates Administration, 6–12–86.*

INTERNATIONAL SURFACE AIRLIFT RATES
ORIGIN: New York, NY

Destination City	Destination Country	REGULAR SACK POUND RATES (BY TOTAL WEIGHT OF MAILING)					
		11–199 lbs.		200–749 lbs.		750 lbs. and above	
		Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books
DIRECT							
Amsterdam	Netherlands	$2.22	$2.11	$2.11	$2.00	$2.00	$1.89
Bangkok	Thailand	3.40	3.23	3.23	3.06	3.06	2.89
Brussels	Belgium	2.22	2.11	2.11	2.00	2.00	1.89
Buenos Aires	Argentina	2.55	2.42	2.42	2.30	2.30	2.17
Caracas	Venezuela	1.95	1.85	1.85	1.76	1.76	1.66
Delhi	India	2.66	2.53	2.53	2.39	2.39	2.26
Frankfurt	Fed. Rep. of Ger.	2.22	2.11	2.11	2.00	2.00	1.89
Hong Kong	Hong Kong	2.66	2.53	2.53	2.39	2.39	2.26
Johannesburg	S. Africa	3.40	3.23	3.23	3.06	3.06	2.89
Kuala Lumpur	Malaysia	3.40	3.23	3.23	3.06	3.06	2.89
London	Great Britain	2.22	2.11	2.11	2.00	2.00	1.89
Madrid	Spain	2.22	2.11	2.11	2.00	2.00	1.89
Manila	Philippines	3.40	3.23	3.23	3.06	3.06	2.89
Mexico City	Mexico	1.95	1.85	1.85	1.76	1.76	1.66
Paris	France	2.22	2.11	2.11	2.00	2.00	1.89
Rio de Janeiro	Brazil	2.55	2.42	2.42	2.30	2.30	2.17
Rome	Italy	2.22	2.11	2.11	2.00	2.00	1.89
Seoul	Korea (South)	2.66	2.53	2.53	2.39	2.39	2.26
Shanghai	China (People's Rep.)	3.40	3.23	3.23	3.06	3.06	2.89
Singapore	Singapore	3.40	3.23	3.23	3.06	3.06	2.89
Sydney	Australia	3.40	3.23	3.23	3.06	3.06	2.89
Taipei	Taiwan	2.66	2.53	2.53	2.39	2.39	2.26
Tokyo	Japan	2.66	2.53	2.53	2.39	2.39	2.26
TRANSIT							
Athens	Greece	2.41	2.29	2.29	2.17	2.17	2.05
Auckland	New Zealand	3.60	3.42	3.42	3.24	3.24	3.06
Belgrade	Yugoslavia	2.41	2.29	2.29	2.17	2.17	2.05
Bucharest	Romania	2.41	2.29	2.29	2.17	2.17	2.05
Budapest	Hungary	2.41	2.29	2.29	2.17	2.17	2.05
Copenhagen	Denmark	2.41	2.29	2.29	2.17	2.17	2.05
Dublin	Ireland	2.41	2.29	2.29	2.17	2.17	2.05
E. Berlin	German Dem. Rep.	2.41	2.29	2.29	2.17	2.17	2.05
Helsinki	Finland	2.41	2.29	2.29	2.17	2.17	2.05
Lisbon	Portugal	2.41	2.29	2.29	2.17	2.17	2.05
Luxembourg	Luxembourg	2.41	2.29	2.29	2.17	2.17	2.05
Osio	Norway	2.41	2.29	2.29	2.17	2.17	2.05
Port Moresby	Papua New Guinea	3.60	3.42	3.42	3.24	3.24	3.06
Prague	Czechoslovakia	2.41	2.29	2.29	2.17	2.17	2.05
Reykjavik	Iceland	2.41	2.29	2.29	2.17	2.17	2.05
Sofia	Bulgaria	2.41	2.29	2.29	2.17	2.17	2.05
Stockholm	Sweden	2.41	2.29	2.29	2.17	2.17	2.05
Suva	Fiji Islands	3.60	3.42	3.42	3.24	3.24	3.06
Tirana	Albania	2.41	2.29	2.29	2.17	2.17	2.05
Vienna	Austria	2.41	2.29	2.29	2.17	2.17	2.05
Warsaw	Poland	2.41	2.29	2.29	2.17	2.17	2.05
Zurich	Switzerland	2.41	2.29	2.29	2.17	2.17	2.05

INTERNATIONAL SURFACE AIRLIFT RATES
ORIGIN: New York, NY

Destination City	Destination Country	M=BAG POUND RATES (BY TOTAL WEIGHT OF MAILING)					
		11–199 lbs.		200–749 lbs.		750 lbs. and above	
		Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books
DIRECT							
Amsterdam	Netherlands	$2.00	$1.90	$1.90	$1.80	$1.80	$1.70
Bangkok	Thailand	3.06	2.91	2.91	2.75	2.75	2.60
Brussels	Belgium	2.00	1.90	1.90	1.80	1.80	1.70
Buenos Aires	Argentina	2.30	2.19	2.19	2.07	2.07	1.96
Caracas	Venezuela	1.76	1.67	1.67	1.58	1.58	1.50
Delhi	India	2.39	2.27	2.27	2.15	2.15	2.03
Frankfurt	Fed. Rep. of Ger.	2.00	1.90	1.90	1.80	1.80	1.70
Hong Kong	Hong Kong	2.39	2.27	2.27	2.15	2.15	2.03
Johannesburg	S. Africa	3.06	2.91	2.91	2.75	2.75	2.60
Kuala Lumpur	Malaysia	3.06	2.91	2.91	2.75	2.75	2.60
London	Great Britain	2.00	1.90	1.90	1.80	1.80	1.70
Madrid	Spain	2.00	1.90	1.90	1.80	1.80	1.70
Manila	Philippines	3.06	2.91	2.91	2.75	2.75	2.60
Mexico City	Mexico	1.76	1.67	1.67	1.58	1.58	1.50
Paris	France	2.00	1.90	1.90	1.80	1.80	1.70
Rio de Janeiro	Brazil	2.30	2.19	2.19	2.07	2.07	1.96
Rome	Italy	2.00	1.90	1.90	1.80	1.80	1.70
Seoul	Korea (South)	2.39	2.27	2.27	2.15	2.15	2.03
Shanghai	China (People's Rep.)	3.06	2.91	2.91	2.75	2.75	2.60
Singapore	Singapore	3.06	2.91	2.91	2.75	2.75	2.60
Sydney	Australia	3.06	2.91	2.91	2.75	2.75	2.60
Taipei	Taiwan	2.39	2.27	2.27	2.15	2.15	2.03
Tokyo	Japan	2.39	2.27	2.27	2.15	2.15	2.03
TRANSIT							
Athens	Greece	2.17	2.06	2.06	1.95	1.95	1.84
Auckland	New Zealand	3.24	3.08	3.08	2.92	2.92	2.75
Belgrade	Yugoslavia	2.17	2.06	2.06	1.95	1.95	1.84
Bucharest	Romania	2.17	2.06	2.06	1.95	1.95	1.84
Budapest	Hungary	2.17	2.06	2.06	1.95	1.95	1.84
Copenhagen	Denmark	2.17	2.06	2.06	1.95	1.95	1.84
Dublin	Ireland	2.17	2.06	2.06	1.95	1.95	1.84
E. Berlin	German Dem. Rep.	2.17	2.06	2.06	1.95	1.95	1.84
Helsinki	Finland	2.17	2.06	2.06	1.95	1.95	1.84
Lisbon	Portugal	2.17	2.06	2.06	1.95	1.95	1.84
Luxembourg	Luxembourg	2.17	2.06	2.06	1.95	1.95	1.84
Oslo	Norway	2.17	2.06	2.06	1.95	1.95	1.84
Port Moresby	Papua New Guinea	3.24	3.08	3.08	2.92	2.92	2.75
Prague	Czechoslovakia	2.17	2.06	2.06	1.95	1.95	1.84
Reykjavik	Iceland	2.17	2.06	2.06	1.95	1.95	1.84
Sofia	Bulgaria	2.17	2.06	2.06	1.95	1.95	1.84
Stockholm	Sweden	2.17	2.06	2.06	1.95	1.95	1.84
Suva	Fiji Islands	3.24	3.08	3.08	2.92	2.92	2.75
Tirana	Albania	2.17	2.06	2.06	1.95	1.95	1.84
Vienna	Austria	2.17	2.06	2.06	1.95	1.95	1.84
Warsaw	Poland	2.17	2.06	2.06	1.95	1.95	1.84
Zurich	Switzerland	2.17	2.06	2.06	1.95	1.95	1.84

INTERNATIONAL SURFACE AIR LIFT RATES

ORIGIN: Miami, FL

Destination City	Destination Country	REGULAR SACK POUND RATES (BY TOTAL WEIGHT OF MAILING)					
		11–199 lbs.		200–749 lbs.		750 lbs. and above	
		Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books
DIRECT							
London	Great Britain	$2.47	$2.35	$2.35	$2.22	$2.22	$2.10
Panama City	Panama	1.70	1.62	1.62	1.53	1.53	1.45
TRANSIT							
Asuncion	Paraguay	2.40	2.28	2.28	2.16	2.16	2.04
Belize City	Belize	2.02	1.92	1.92	1.82	1.82	1.72
Bogota	Colombia	2.02	1.92	1.92	1.82	1.82	1.72
Buenos Aires	Argentina	2.40	2.28	2.28	2.16	2.16	2.04
Caracas	Venezuela	2.02	1.92	1.92	1.82	1.82	1.72
Cayene	French Guiana	2.40	2.28	2.28	2.16	2.16	2.04
Georgetown	Guyana	2.40	2.28	2.28	2.16	2.16	2.04
Guatemala City	Guatemala	2.02	1.92	1.92	1.82	1.82	1.72
Havana	Cuba	2.02	1.92	1.92	1.82	1.82	1.72
Kingston	Jamaica	2.02	1.92	1.92	1.82	1.82	1.72
La Paz	Bolivia	2.40	2.28	2.28	2.16	2.16	2.04
Lima	Peru	2.40	2.28	2.28	2.16	2.16	2.04
Managua	Nicaragua	2.02	1.92	1.92	1.82	1.82	1.72
Mexico City	Mexico	2.02	1.92	1.92	1.82	1.82	1.72
Montevideo	Uruguay	2.40	2.28	2.28	2.16	2.16	2.04
Paramaribo	Suriname	2.40	2.28	2.28	2.16	2.16	2.04
Port of Spain	Trinidad & Tobago	2.02	1.92	1.92	1.82	1.82	1.72
Port-au-Prince	Haiti	2.02	1.92	1.92	1.82	1.82	1.72
Quito	Ecuador	2.02	1.92	1.92	1.82	1.82	1.72
Rio de Janeiro	Brazil	2.40	2.28	2.28	2.16	2.16	2.04
San Jose	Costa Rica	2.02	1.92	1.92	1.82	1.82	1.72
San Salvador	El Salvador	2.02	1.92	1.92	1.82	1.82	1.72
Santiago	Chile	2.40	2.28	2.28	2.16	2.16	2.04
Santo Domingo	Dominican Republic	2.02	1.92	1.92	1.82	1.82	1.72
Tegucigalpa	Honduras	2.02	1.92	1.92	1.82	1.82	1.72
Willemstad	Netherlands Ant.	2.02	1.92	1.92	1.82	1.82	1.72

INTERNATIONAL SURFACE AIR LIFT RATES

ORIGIN: Miami, FL

Destination City	Destination Country	M-BAG POUND RATES (BY TOTAL WEIGHT OF MAILING)					
		11–199 lbs.		200–749 lbs.		750 lbs. and above	
		Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books
DIRECT							
London	Great Britain	$2.22	$2.11	$2.11	$2.00	$2.00	$1.89
Panama City	Panama	1.53	1.45	1.45	1.38	1.38	1.30
TRANSIT							
Asuncion	Paraguay	2.16	2.05	2.05	1.94	1.94	1.84
Belize City	Belize	1.82	1.73	1.73	1.64	1.64	1.55
Bogota	Colombia	1.82	1.73	1.73	1.64	1.64	1.55
Buenos Aires	Argentina	2.16	2.05	2.05	1.94	1.94	1.84
Caracas	Venezuela	1.82	1.73	1.73	1.64	1.64	1.55
Cayene	French Guiana	2.16	2.05	2.05	1.94	1.94	1.84
Georgetown	Guyana	2.16	2.05	2.05	1.94	1.94	1.84
Guatemala City	Guatemala	1.82	1.73	1.73	1.64	1.64	1.55
Havana	Cuba	1.82	1.73	1.73	1.64	1.64	1.55
Kingston	Jamaica	1.82	1.73	1.73	1.64	1.64	1.55
La Paz	Bolivia	2.16	2.05	2.05	1.94	1.94	1.84
Lima	Peru	2.16	2.05	2.05	1.94	1.94	1.84
Managua	Nicaragua	1.82	1.73	1.73	1.64	1.64	1.55
Mexico City	Mexico	1.82	1.73	1.73	1.64	1.64	1.55
Montevideo	Uruguay	2.16	2.05	2.05	1.94	1.94	1.84
Paramaribo	Suriname	2.16	2.05	2.05	1.94	1.94	1.84
Port of Spain	Trinidad & Tobago	1.82	1.73	1.73	1.64	1.64	1.55
Port-au-Prince	Haiti	1.82	1.73	1.73	1.64	1.64	1.55
Quito	Ecuador	1.82	1.73	1.73	1.64	1.64	1.55
Rio de Janeiro	Brazil	2.16	2.05	2.05	1.94	1.94	1.84
San Jose	Costa Rica	1.82	1.73	1.73	1.64	1.64	1.55
San Salvador	El Salvador	1.82	1.73	1.73	1.64	1.64	1.55
Santiago	Chile	2.16	2.05	2.05	1.94	1.94	1.84
Santo Domingo	Dominican Republic	1.82	1.73	1.73	1.64	1.64	1.55
Tegucigalpa	Honduras	1.82	1.73	1.73	1.64	1.64	1.55
Willemstad	Netherlands Ant.	1.82	1.73	1.73	1.64	1.64	1.55

INTERNATIONAL MAIL—USSR PROHIBITIONS AND RESTRICTIONS

This is to remind all employees of the prohibitions and restrictions on parcels mailed to the Soviet Union. Exchange offices are receiving a substantial number of parcels which are being returned by the Soviet postal authorities because they contain prohibited items, especially used clothing, fabrics, medicine, or hermetically sealed items.

The following prohibitions and restrictions apply to parcel post items mailed to the Union of Soviet Socialist Republics:

Prohibited Articles

Perishable infectious biological substances.

Perishable non-infectious biological substances.

Musical cards.

USSR and foreign currency, government bonds, lottery tickets, cheques and other paper securities intended for private individuals.

Military firearms and ammunition.

Printed papers, blocks, negatives, exposed rolls of film, photographs, tapes, video cassettes or video manuscripts, records and other sound recordings, drawings and other printed or sculpted products containing information which may cause political or economic prejudice to the USSR, to public order, to health protection or to public morals.

Toys of a military nature (pistols, etc.) or in the form of a military firearm.

Cancelled or uncancelled postage stamps and stamp collections.

Seeds for sowing, beans, peas, poppy seeds (unsplit which can be used for sowing).

Alcoholic beverages.

Perishable products.

Foodstuffs and beverages in glass or hermetically-sealed containers (preserves, etc.).

Medicaments, vitamins.

Used effects (underwear, clothing, footwear).

Cloth and plastic goods sold by the meter/yard.

Thread of all kinds.

Cameras.

Watches.

Radio and television receivers, video recorders, display screens, film cameras and spare parts therefor.

Developed and undeveloped photo and cinema films.

Magnetic bracelets of all kinds.

Recorded or unrecorded magnetic tapes, video cassettes, spools with video tapes, video disk and other recording equipment, whether recorded or not.

Meat and meat products.

Bird down and feathers.

Literature and plastic works of art of a religious nature.

Pasta products.

Bread products.

Animal products (fat, milk, baby food, butter, cheese).

Fashion catalogs.

Fish products.

Honey, pollen, wax and honeycombs.

Articles whose importation is prohibited under USSR legislation.

Restrictions

Addressees in the Soviet Union are required to obtain import licenses/permits to receive most goods. The following list of articles are allowed to enter without a permit/license provided (1) they are intended as gifts for the personal use of the addressee; (2) they do not exceed the maximum quantities that are listed; and (3) they are not in violation of any content of packaging restrictions:

Articles admitted	Maximum quantity admitted
1. Medical thermometers, eyeglass, lenses, eyeglasses and frames, prosthetic devices, orthopedic corsets, hearing aids, etc	1 item of each kind
2. Hand tools	1 item of each kind
3. Photographic articles except films	1 item or 1 set of each kind
4. Coffee, cocoa and chicory (not admissible in glass containers or hermetically sealed (airtight) containers)	4 lbs. 6 ozs. (2 kg)
5. Tea (not admissible in glass containers or hermetically sealed (airtight) containers)	7 ozs. (200 g)
6. Spices, all kinds (not admissible in glass containers or hermetically sealed (airtight) containers)	3½ ozs. (100 g)
7. Foodstuffs (not admissible in glass containers or hermetically sealed (airtight) containers)	4 lbs. 6 ozs. (2 kg) of each type
8. Tobacco (except leaf) and tobacco products	2 lbs. 3 ozs. (1 kg)
9. Overcoats, dresses, suits, skirts, trousers (New)	1 each
10. Shirts and blouses (New)	1 of each
11. Underwear (New)	3 sets
12. Bed and table linen (New)	2 sets
13. Stockings, socks (New)	6 pairs of each kind
14. Headwear (including shawls) (New)	1 item
15. Blinds, curtains, etc.	3 sets
16. Gloves of all kinds (New)	1 pair
17. Briefcases and handbags	1 item
18. All other haberdashery items	2 items/1 set
19. Footwear (New)	2 pairs
20. Tableware	11 lbs. (5 kg)
21. Perfumes and cosmetics of all kinds	1 lb. (500 g) or 1 set
22. Soap and toilet articles	4 lbs. 5 ozs. (2 kg)
23. Household articles (including electrical appliances)	1 item

Articles admitted	Maximum quantity admitted
24. Books, newspapers, magazines, and other printed matter and manuscripts (these are inspected by the appropriate USSR authorities)	1 copy/issue of each kind
25. Miniature graphics (cards, labels, etc.)	1 item of each kind, but not more than 10 items in all
26. Records of all types	12 items
27. Musical instruments (string and wind)	1 item
28. Hunting and sporting equipment, (except firearms)	1 item or 1 set
29. Toys, games and Christmas tree decorations	2 items or 1 set
30. Office supplies and stationery	1 item or 1 set
31. Miscellaneous small items (pencils, pens, etc.)	
32. Silver, gold and platinum articles	Unlimited
33. Plastic articles (window curtain, blinds, tablecloths, etc.)	1 lb. (0.5 kg)
34. Chewing gum (not admitted in glass containers or hermetically sealed (airtight) containers)	7 oz. (200 g)

A current list of prohibitions and restrictions applicable to the Soviet Union will be included in a future revision of the INTERNATIONAL MAIL MANUAL.—*Office of Classification & Rates Administration, 6–12–86.*

DOMESTIC FIRST FLIGHT CACHETS

Official cachet and philatelic treatment for the first flight service described below is authorized in Section 244.63, POSTAL OPERATIONS MANUAL.

Covers to be sent on the flight must be prepared in accordance with the following instructions:

1. All covers must be addressed with First-Class postage affixed.

2. A clear space, 2½ by 2½ inches on the lower portion of the envelope and to the left of the address, must be allowed for the cachet. An additional 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark, and each envelope should contain a filler of postal card thickness to assure good impressions of the cancellations.

3. The covers must be placed in outer envelopes and mailed to reach the office applying the cachet no later than three days before the scheduled date of the flight. "First Flight Covers" should be written in the lower left corner of the outer envelopes.

4. Aerogrammes and postal cards will not be accepted. There will be a limit of 50 covers per customer per flight. Covers already postmarked and those not prepared in accordance with instructions will not receive cachets or cancellations.

Specific instructions for the flights are as follows:

USAir

On July 1, 1986, USAir will inaugurate round-trip service between Manchester, NH, and Philadelphia, PA, and between Manchester, NH, and Pittsburgh, PA.

The following cancellations may be obtained:

Manchester to Philadelphia
Philadelphia to Manchester
Manchester to Pittsburgh
Pittsburgh to Manchester

Cachets to be applied by	Send covers to
Manchester Post Office	Postmaster Manchester, NH 03103–9998
Philadelphia Post Office	Postmaster Philadelphia, PA 19104–9998
Philadelphia Airport Mail Facility.	Operations Manager Airport Mail Facility Philadelphia International Airport Philadelphia, PA 19153–9998
Pittsburgh Post Office	Postmaster Pittsburgh, PA 15219–9998
Pittsburgh Airport Mail Facility.	Operations Manager Airport Mail Facility Greater Pittsburgh Airport Pittsburgh, PA 15231–9998

—*Marketing Dept., 6–12–86.*

Encourage mailers to attach a slip to articles enclosed in parcels showing name and address of sender and addressee

DMM Revision

Optional 3-Digit Sortation of ZIP + 4 Presort Mail

Effective June 29, 1986, the Postal Service will implement optional mail preparation procedures that permit qualifying ZIP + 4 Presort First-Class mailings to be presorted to 3-digit ZIP Code areas only. The sortation of qualifying pieces to the 5-digit ZIP Code level will no longer be required for mail submitted under these procedures. To implement these new procedures, the DOMESTIC MAIL MANUAL (DMM) is changed to delete sections 365.35 and 365.36, renumber 365.37 and 365.38 as 365.35 and 365.36, revise 365.2 and 365.32, and add new sections 365.4, 365.5, 366 and exhibits 122.63m, 122.63n and 122.63o. These changes to the DMM have been adopted through notice-and-comment rulemaking.

This change in mail preparation procedures will eliminate unnecessary mail separations and enhance the ability of mailers to prepare additional qualifying Presort mail pieces bearing the ZIP + 4 code. Use of these new procedures is completely voluntary; mailers may continue to prepare ZIP + 4 Presort First-Class Mail as they currently do.

Use of these optional procedures is limited in several respects: each piece in a qualifying mailing must be destined for a 3-digit area (listed in DMM exhibits 122.63m–122.63o) served by a postal facility with automated mail processing equipment, each mailing must have a minimum ZIP + 4 addressing level of 85 percent, and all pieces in a mailing must meet optical character readability requirements.

New verification and documentation procedures are also adopted for combined Presort mailings. The new procedures permit mailers to develop their own methods for documenting combined mailings, provided the procedures are approved by Postal Service officials and are subject to on-site inspection by the Postal Service. Current verification methods for combined mailings are extended to mail entered under the new option as well. In addition, in order to accommodate mailers who do not present a complete mailing cycle or mailing list in a single mailing, the new rule would allow for presentation to the Postal Service over a period of several days.

Finally, the current waiver in DMM 365.2 of the ZIP + 4 addressing minimum for regular (non-optional) ZIP + 4 Presort mail is extended until at least January 1, 1987.

The affected sections of the DMM are amended to read as follows:

122 Addresses

In 122.6, add new Exhibits 122.63m, 122.63n and 122.63o to read as follows:

122.6 ZIP Code System

* * * * *

.63 Assignment of ZIP Codes

* * * * *

365 Combined Presort Mailings

In 365, delete 365.35 and 365.36; renumber 365.37 and 365.38 as 365.35 and 365.36; revise 365.2 and 365.32 and add new 365.4 and 365.5 to read as follows:

365.2 Transition Period. Until at least January 1, 1987, mailers are permitted to fully combine ZIP + 4 Presort First-Class Mail and regular Presort First-Class Mail. Except as provided in 365.31, no minimum number of ZIP + 4 addressed pieces is required for these mailings.

365.3 Requirements for Combined Presort Mailings

* * * * *

.32 All pieces which do not bear a ZIP + 4 code must bear a five-digit ZIP Code. Pieces mailed at the ZIP + 4 rates must meet all the ZIP + 4 mailing requirements of 324. For mailings presented under 365.2, those pieces which are mailed at rates other than the ZIP + 4 rates need not meet the requirements of 324.3 through 324.6.

* * * * *

365.4 Postage Payment

.41 General. Mailings under this section at the time of acceptance must be accompanied by documentation supporting mailing statements which are required by 382.4. The types of documents required to support mailing statements are listed in 365.42 and 365.43 below. Documentation requirements differ when postage is affixed to each piece in the mailing and when the ZIP + 4 rate pieces are physically separated from other pieces in the mailing.

.42 Correct Postage Affixed to Each Piece. For the Presorted portion of the mailing, the mailer may affix the applicable ZIP + 4 postage to each piece that bears a ZIP + 4 code, and affix the applicable Presort First-Class postage rate to each piece that bears a 5-digit ZIP Code. For the residual portion, the mailer may affix the applicable ZIP + 4 nonpresort rate to each piece that bears a ZIP + 4 code and affix the applicable full First-Class rate to each piece that bears a 5-digit ZIP Code without submitting any additional documentation other than the mailing statement.

.43 ZIP + 4 Rate Affixed to All Pieces or Postage Paid by Permit Imprint

.431 Conditions. The mailer may use a permit imprint or affix the ZIP + 4 rate to all pieces under the following conditions:

a. If the ZIP + 4 coded pieces are physically separated from all 5-digit ZIP coded pieces, no additional documentation other than the mailing statement is required. However, the residual portion of the mailing (see 366.12) must be trayed separately from the Presorted portion, and each rate category in the residual portion must be divided into groups of 100 pieces for postage verification, or

b. If the ZIP + 4 coded pieces are not physically separated from all 5-digit ZIP coded pieces, a listing must be presented at the time of mailing showing by 5-digit and 3-digit ZIP Code separation the number of pieces which qualify for the Presort First-Class rate and the number of pieces which qualify for the Presort ZIP + 4 rate. A summary must also be provided showing the number of pieces which qualify for each rate category, the amount of postage due for each rate category and the total postage due for the mailing. The difference between the ZIP + 4 Presort postage affixed to all pieces in the mailing bearing a 5-digit ZIP Code and the Presort First-Class postage must be paid at the time of mailing. In addition, a print-out must be presented for the residual portion if the ZIP + 4 coded pieces are not physically separated from the other pieces and the mailer wishes to pay the ZIP + 4 (nonpresort) rate for the ZIP + 4 coded pieces. If the mailer is unable to physically separate the ZIP + 4 coded pieces or is unable to prepare a print-out for the residual portion, he may pay 4 cents per piece in addition to the amount affixed to each piece in the residual portion, or

c. If the mailer is unable to meet the requirements of 365.42, 365.431a or 365.431b, a summary listing is required for each mailing list showing the number of pieces bearing a ZIP + 4 code and the number bearing a 5-digit ZIP Code, provided the mailer has received written authorization in accordance with 365.434–365.436 from the General Manager, Rates and Classification Center, for the area where mailings will be submitted.

.432 Applications. The mailer's request must be submitted to the postmaster of the office of mailing, and it must include:

a. Mailer's name, address and telephone number.

b. Name of post office where mailings will be presented.

c. Frequency of mailing.

d. Estimated volume per mailing.

e. An explanation of the reason the mailer is unable to comply with 365.42, 365.431a and 365.431b.

f. An explanation of the procedures used to develop summary listings.

g. Sample copies of documents such as computer print-outs and records of postage meter readings that can be reviewed to substantiate the mailer's claim.

.433 Recommendation. Before recommending approval or disapproval, the postmaster or his designated representative will:

a. Make an onsite visit to review the mailer's method for determining the number of pieces in each mailing list that bear a ZIP + 4 code and the number that bear only a 5-digit ZIP Code.

b. Compare the documents listed in 365.431c with the mailing list or a portion of a mailing to determine whether the documents are reliable.

c. List the types of documents that were reviewed onsite and attach sample documents to the recommendation.

.434 Approval. The mailer's application and the postmaster's recommendation and supporting documentation will in turn be forwarded to the management sectional center (MSC) manager of mail classification who will review the file, request additional documentation and/or make an onsite visit, if necessary, before recommending approval or disapproval. The file in turn will be forwarded to the General Manager, Rates and Classification Center, who will approve the application if he determines that the summary listing will accurately reflect the composition of the mailing. If necessary, the general manager may request further evidence of documentation. When the General Manager, Rates and Classification Center, is satisfied that the documentation will accurately show the number of ZIP + 4 coded pieces and 5-digit coded pieces, he will authorize the mailer to prepare a summary listing for each mailing. The authorization will be sent directly to the mailer, and copies will be sent to the MSC Manager, Mail Classification and the postmaster of the office of mailing, as applicable. The authorization will remain valid for a period of 90 days.

.435 Quarterly Inspections. The Postmaster or his designated representative will visit the mailer's premises on a quarterly basis to determine whether the mailer is following the approved procedures for determining percent of ZIP + 4 mail and will submit a report to the Rates and Classification Center through the MSC. If the mailer is following the approved procedures, the authorization will be renewed for a period of 90 days.

.436 Additional Applications

a. The mailer must submit another application in accordance with the requirements in 365.432 when this method for determining the ratio of ZIP + 4 coded pieces changes.

b. If the mailer will enter mailings in more than one MSC or region, he must submit his request along with supporting documentation and a copy of the authorization from the General Manager, Rates and Classification Center (in accordance with the requirements in 365.432) to the postmaster who will submit it through channels to the General Manager, Rates and Classification Center of the area where mailings will be presented. Upon receipt of the authorization, the mailer may

EXHIBIT 122.63m

3-Digit Labeling List for Optional Combined ZIP + 4 and Presorted First-Class Mail

ZIP Codes authorized for inclusion in program as single ZIP Coded trays. First line of tray label to include the appropriate 3-digit ZIP Code prefix reflecting the tray's contents.

3-DIGIT ZIP CODE PREFIX	LABEL FOR SINGLE ZIP CODED TRAY
017, 020–022	Boston, MA 3-D ZIP
018, 019	Middlesex-Essex, MA 3-D ZIP
027–029	Providence, RI 3-D ZIP
030–034	Manchester, NH 3-D ZIP
060–061	Hartford, CT 3-D ZIP
063–066	New Haven, CT 3-D ZIP
070–073	Newark, NJ 3-D ZIP
074, 075, 078	Paterson, NJ 3-D ZIP
076	Hackensack, NJ 076
080–084	So. Jersey, NJ 3-D ZIP
085–087	Trenton, NJ 3-D ZIP
088, 089	New Brunswick, NJ 3-D ZIP
100–102	New York, NY 3-D ZIP
104	Bronx, NY 104
105–108	Westchester, NY 3-D ZIP
112	Brooklyn, NY 112
113	Flushing, NY 113
114	Jamaica, NY 114
115	W. Nassau, NY 115
117, 118	Hicksville, NY 3-D ZIP
120–123	Albany, NY 3-D ZIP
130–132	Syracuse, NY 3-D ZIP
140–143	Buffalo, NY 3-D ZIP
144–146	Rochester, NY 3-D ZIP
150–152	Pittsburgh, PA 3-D ZIP
170–172, 178	Harrisburg, PA 3-D ZIP
180, 181, 183	Lehigh Valley, PA 3-D ZIP
189, 193, 194	Southeastern, PA 3-D ZIP
190, 191	Philadelphia, PA 3-D ZIP
197–199	Wilmington, DE 3-D ZIP
200, 202–205	Washington, DC 3-D ZIP
206–209	Prince Georges, MD 3-D ZIP
210–212, 214, 219	Baltimore, MD 3-D ZIP
220–223	No. Virginia, VA 3-D ZIP
224, 225, 230–232, 238	Richmond, VA 3-D ZIP
233–237	Hampton Roads, VA 3-D ZIP
250–253	Charleston, WV 3-D ZIP
270–274	Greensboro, NC 3-D ZIP
275–277	Raleigh, NC 3-D ZIP
280–282	Charlotte, NC 3-D ZIP
290–292	Columbia, SC 3-D ZIP
297	Charlotte, NC 297
300–303	Atlanta, GA 3-D ZIP
320, 322	Jacksonville, FL 3-D ZIP
327–329	Orlando, FL 3-D ZIP
330–332	Miami, FL 3-D ZIP
333	Ft. Lauderdale, FL 333
334	W. Palm Beach, FL 334
335–337, 342	Tampa, FL 3-D ZIP
350–353, 355	Birmingham, AL 3-D ZIP
360, 361	Montgomery, AL 3-D ZIP
370–372	Nashville, TN 3-D ZIP
380–381, 386	Memphis, TN 3-D ZIP
390–392	Jackson, MS 3-D ZIP
400–402	Louisville, KY 3-D ZIP
410	Cincinnati, OH 410
430–433	Columbus, OH 3-D ZIP
434–436	Toledo, OH 3-D ZIP
440, 441	Cleveland, OH 3-D ZIP
442, 443	Akron, OH 3-D ZIP
450–452	Cincinnati, OH 3-D ZIP
453–455	Dayton, OH 3-D ZIP
460–462	Indianapolis, IN 3-D ZIP
470	Cincinnati, OH 470
471	Louisville, KY 471
480, 483	Royal Oak, MI 3-D ZIP
481, 482	Detroit, MI 3-D ZIP
488, 489	Lansing, MI 3-D ZIP
490, 491	Kalamazoo, MI 3-D ZIP
493–495	Grand Rapids, MI 3-D ZIP
500–503	Des Moines, IA 3-D ZIP
515, 516	Omaha, NE 3-D ZIP
530–534	Milwaukee, WI 3-D ZIP
535–538	Madison, WI 3-D ZIP
540, 550, 551	Saint Paul, MN 3-D ZIP
553, 554	Minneapolis, MN 3-D ZIP
600–603	No. Suburban, IL 3-D ZIP
604, 605	So. Suburban, IL 3-D ZIP
606	Chicago, IL 606
620, 622	St. Louis, MO 3-D ZIP
625–627	Springfield, IL 3-D ZIP
630, 631, 633	St. Louis, Mo 3-D ZIP
640, 641, 660–662	Kansas City, MO 3-D ZIP
670–672	Wichita, KS 3-D ZIP
680, 681	Omaha, NE 3-D ZIP
700, 701	New Orleans, LA 3-D ZIP
707, 708	Baton Rouge, LA 3-D ZIP
720–722	Little Rock, AR 3-D ZIP
723	Memphis, TN 723
730, 731	Oklahoma City, OK 3-D ZIP
740, 741, 743	Tulsa, OK 3-D ZIP
750–753	Dallas, TX 3-D ZIP
760, 761, 764	Fort Worth, TX 3-D ZIP
770–772, 774, 775	Houston, TX 3-D ZIP
780–782, 788	San Antonio, TX 3-D ZIP
786, 787, 789	Austin, TX 3-D ZIP
800–804	Denver, CO 3-D ZIP
835, 838	Spokane, WA 3-D ZIP
840, 841, 843, 844	Salt Lake City, UT 3-D ZIP
850, 852, 853	Phoenix, AZ 3-D ZIP
855, 856, 857	Tucson, AZ 3-D ZIP
870–872, 875	Albuquerque, NM 3-D ZIP
900	Los Angeles, CA 900
902–905	Inglewood, CA 3-D ZIP
906–908	Long Beach, CA 3-D ZIP
910–912	Pasadena, CA 3-D ZIP
913–916	Van Nuys, CA 3-D ZIP
917, 918	Alhambra, CA 3-D ZIP
920, 921	San Diego, CA 3-D ZIP
923–925	San Bernadino, CA 3-D ZIP
926–928	Santa Ana, CA 3-D ZIP
936, 937	Fresno, CA 3-D ZIP
940, 941, 943, 944	San Francisco, CA 3-D ZIP
945–948	Oakland, CA 3-D ZIP
950, 951	San Jose, CA 3-D ZIP
952, 953	Stockton, CA 3-D ZIP
956–958	Sacramento, CA 3-D ZIP
967–969	Honolulu, HI 3-D ZIP
970–972	Portland, OR 3-D ZIP
980, 981	Seattle, WA 3-D ZIP
983, 984	Tacoma, WA 3-D ZIP
986	Portland, OR 986
990–992	Spokane, WA 3-D ZIP

EXHIBIT 122.63n

Sectional Center Facility (SCF) Labeling List for Optional Combined ZIP + 4 and Presorted First-Class Mail

ZIP Codes Authorized for SCF Tray Make-Up.

3-DIGIT ZIP CODE PREFIX	LABEL FOR SCF TRAY
017, 020–022	SCF Boston, MA 020
018, 019	SCF Middlesex-Essex, MA 018
027–029	SCF Providence, RI 028
030–034	SCF Manchester, NH 030
060, 061	SCF Hartford, CT 060
063–066	SCF New Haven, CT 064
070–073	SCF Newark, NJ 070
074, 075, 078	SCF Paterson, NJ 074
080–084	SCF So. Jersey, NJ 080
085–087	SCF Trenton, NJ 085
088, 089	SCF New Brunswick, NJ 088
100–102	New York, NY 100
105–108	SCF Westchester, NY 105
117, 118	SCF Hicksville, NY 117
120–123	SCF Albany, NY 120
130–132	SCF Syracuse, NY 130
140–143	SCF Buffalo, NY 140
144–146	SCF Rochester, NY 144
150–152	SCF Pittsburgh, PA 150
170–172, 178	SCF Harrisburg, PA 170
180, 181, 183	SCF Lehigh Valley, PA 180
189, 193, 194	SCF Southeastern, PA 190
190, 191	SCF Philadelphia, PA 190
197–199	SCF Wilmington, DE 197
200, 202–205	Washington, DC 200
206–209	SCF Prince Georges, MD 207
210–212, 214, 219	SCF Baltimore, MD 210
220–223	SCF No. Virginia, VA 220
224, 225, 230–232, 238	SCF Richmond, VA 230
233–237	SCF Hampton Roads, VA 233
250–253	SCF Charleston, WV 250
270–274	SCF Greensboro, NC 270
275–277	SCF Raleigh, NC 275
280–282	SCF Charlotte, NC 280
290–292	SCF Columbia, SC 290
297	SCF Charlotte, NC 280
300–303	SCF Atlanta, GA 330
320, 322	SCF Jacksonville, FL 320
327–329	SCF Orlando, FL 327
330–332	SCF Miami, FL 330
335–337, 342	SCF Tampa, FL 335
350–353, 355	SCF Birmingham, AL 350
360, 361	SCF Montgomery, AL 360
370–372	SCF Nashville, TN 370
380, 381, 386	SCF Memphis, TN 380
390–392	SCF Jackson, MS 390
400–402	SCF Louisville, KY 400
410	SCF Cincinnati, OH 450
430–433	SCF Columbus, OH 430
434–436	SCF Toledo, OH 434
440, 441	SCF Cleveland, OH 440
442, 443	SCF Akron, OH 442
450–452	SCF Cincinnati, OH 450
453–455	SCF Dayton, OH 453
460–462	SCF Indianapolis, IN 460
470	SCF Cincinnati, OH 450
471	SCF Louisville, KY 400

3-DIGIT ZIP CODE PREFIX	LABEL FOR SCF TRAY
480, 483	SCF Royal Oak, MI 480
481, 482	SCF Detroit, MI 481
488, 489	SCF Lansing, MI 488
490, 491	SCF Kalamazoo, MI 490
493–495	SCF Grand Rapids, MI 493
500–503	SCF Des Moines, IA 500
515, 516	SCF Omaha, NE 680
530–534	SCF Milwaukee, WI 530
535–538	SCF Madison, WI 535
540, 550, 551	SCF Saint Paul, MN 550
553, 554	SCF Minneapolis, MN 553
600–603	SCF No. Suburban, IL 600
604, 605	SCF So. Suburban, IL 604
620, 622	SCF St. Louis, MO 630
625–627	SCF Springfield, IL 625
630, 631, 633	SCF St. Louis, MO 630
640, 641, 660–662	SCF Kansas City, MO 640
670–672	SCF Wichita, KS 670
680, 681	SCF Omaha, NE 680
700, 701	SCF New Orleans, LA 700
707, 708	SCF Baton Rouge, LA 707
720, 722	SCF Little Rock, AR 720
723	SCF Memphis, TN 380
730, 731	SCF Oklahoma City, OK 730
740, 741, 743	SCF Tulsa, OK 740
750–753	SCF Dallas, TX 752
760, 761, 764	SCF Fort Worth, TX 760
770–772, 774, 775	SCF Houston, TX 770
780–782, 788	SCF San Antonio, TX 780
786, 787, 789	SCF Austin, TX 786
800–804	SCF Denver, CO 800
835, 838	SCF Spokane, WA 990
840, 841, 843, 844	SCF Salt Lake City, UT 840
850, 852, 853,	SCF Phoenix, AX 852
855, 856, 857	SCF Tucson, AX 856
870–872, 875	SCF Albuquerque, NM 870
902–905	SCF Inglewood, CA 902
906–908	SCF Long Beach, CA 907
910–912	SCF Pasadena, CA 910
913–916	SCF Van Nuys, CA 913
917, 918	SCF Alhambra, CA 917
920, 921	SCF San Diego, CA 920
923–925	SCF San Bernadino, CA 923
926–928	SCF Santa Ana, CA 926
936, 937	SCF Fresno, CA 936
940, 941, 943, 944	SCF San Francisco, CA 940
945–948	SCF Oakland, CA 945
950, 951	SCF San Jose, CA 950
952, 953	SCF Stockton, CA 952
956–958	SCF Sacramento, CA 956
967–969	SCF Honolulu, HI 967
970–972	SCF Portland, OR 970
980, 981	SCF Seattle, WA 980
983, 984	SCF Tacoma, WA 983
986	SCF Portland, OR 970
990–992	SCF Spokane, WA 990

EXHIBIT 122.63o

Area Distribution Center (ADC (ADC) Labeling List for Optional Combined ZIP + 4 and Presorted First-Class Mail

ZIP Codes Authorized for ADC Tray Make-Up.

13-DIGIT ZIP CODE PREFIX	LABEL FOR ADC TRAY
017–022	DIS Boston, MA 020
060, 061, 063–066	DIS Hartford, CT 060
070–075, 078, 088, 089	DIS Newark, NY 070
080–087	DIS So. Jersey, NJ 080
100–102, 104	DIS New York, NY 100
112–115, 117, 118	DIS JF Kennedy, NY 003
140–146	DIS Buffalo, NY 140
180, 181, 183, 189, 190, 191, 193, 194.	DIS Philadelphia, PA 190
206–212, 214, 219	DIS Baltimore, MD 210
220–225	DIS No. Virginia, VA 220
230–238	DIS Richmond, VA 230
270–277	DIS Greensboro, NC 270
290–292, 297	DIS Columbia, SC 290
327–329, 334	DIS Orlando, FL 327
330–333	DIS Miami, FL 330
430–436	DIS Columbus, OH 430
440–443	DIS Cleveland, OH 440
450–455, 470	DIS Cincinnati, OH 450
480–483, 488, 489	DIS Detroit, MI 481
490, 491, 493–495	DIS Grand Rapids, MI 493
530–538	DIS Milwaukee, WI 530
620, 622, 625–627, 630, 631, 633.	DIS St. Louis, MO 630
700, 701, 707, 708	DIS New Orleans, LA 700
780–782, 786–789	DIS San Antonio, TX 780
850, 852, 853, 855–857	DIS Phoenix, AX 852
902–908, 910–918	DIS LAX–A, CA 900
920, 921, 923–928	DIS LAX–B, CA 901
936, 937, 950–953, 956–958.	DIS San Francisco, CA 942
940, 941, 943–948	DIS San Francisco, CA 940
980, 981, 983, 984	DIS Seattle, WA 980

mail under the provisions of 365. The postmaster or his designated representative will visit the mailer's premises on a quarterly basis to determine whether the mailer is following the approved procedures for determining percent of ZIP + 4 mail and will submit a report to the Rates and Classification Center through the MSC.

365.5 Mailing Statements. The mailer must submit a mailing statement for each mailing. When pieces for a mailing list or mailing cycle as defined by the mailer are mailed over a period of more than one day, each day the mailer must indicate on each mailing statement submitted under this procedure the mailing cycle or mailing list to which the pieces belong, and the final mailing statement for the mailing list or mailing cycle must accurately account for the full list or cycle. Under this procedure, a mailing statement may not be submitted for more than one mailing cycle or one mailing list.

Add a new 366 to read as follows:

366 Preparation Requirements for Optional Combined ZIP + 4 Presort and Presort First-Class Mailings (Destinating at Automated Sites)

366.1 Combined Presort Mailings

.11 Requirements. In all instances, a combined mailing prepared in accordance with the requirements of 366 must meet all of the following criteria:

a. Minimum Pieces. Contain at least 500 pieces which bear a correct ZIP + 4 code.

b. ZIP + 4 Code. At least 85 percent of the pieces in the mailing must bear a ZIP + 4 code.

c. Other Requirements. The mailing must meet the requirements of 324.3, 324.4, 324.5, 324.61, 365.33 and 365.34.

d. 3-Digit Separations. Only pieces which are part of a group of at least 50 pieces for a 3-digit ZIP Code prefix listed in Exhibit 122.63m may qualify for mailing at Presort rates under the provisions of 366. Mail for each 3-digit destination within a tray must be physically separated through the use of visible index tabs or separator cards.

e. Destination Requirement. Only pieces destined for 3-digit ZIP Code prefixes listed in Exhibit 122.63m may be part of the mailing.

f. Traying. Only 3-digit, SCF and ADC trays are permitted for pieces which qualify for the Presort rate. The list of 3-digit ZIP Code prefixes for which combined Presort mailings may be prepared are shown in Exhibits 122.63m, 122.63n and 122.63o.

.12 Residual Pieces. Less than 50 pieces for a 3-digit ZIP Code prefix are residual and do not qualify for the Presort rate. Residual pieces must be separately trayed from the Presorted portion of the mailing and must be prepared in accordance with the requirements in 367.52. Instead of including the nonqualifying pieces as part of an optional combined ZIP + 4 Presort and Presort First-Class Mailing, the pieces may be presented as a separate mailing under the provisions of 365.

366.2 3-Digit Tray Preparation and Labeling. When there are 500 pieces of the same 3-digit destination (or at least ¾ of a tray) a 3-digit tray must be prepared. Only those authorized 3-digit ZIP Code prefixes in Exhibit 122.63m may be mailed under the provisions of 366. The trays must be labeled in the following manner.

Line 1: City, State, 3-Digit Destination
Line 2: Class, Contents
Line 3: Mailer, Mailer Location
Sample:
ORLANDO FL 329
FCM ZIP + 4 PRESORT
FR Q MAILERS BALTO MD

Note: When a tray contains mail for only one 3-digit ZIP Code prefix, the description SCF must not be printed on the City, State, 3-Digit Destination line.

366.3 SCF Tray Preparation and Labeling. When, after all 3-digit trays are prepared, there are 50 or more pieces for more than one 3-digit ZIP Code prefix and 500 pieces (or at least ¾ of a full tray) for an SCF, an SCF tray must be prepared. Mail for each 3-digit destination within a tray must be physically separated by visible index tabs or separator cards. Only those authorized 3-digit ZIP Code prefixes in Exhibit 122.63m may be mailed under the provisions of 366. SCF trays must be labeled in accordance with the requirements in Exhibit 122.63n, in the following manner:

Line 1: SCF, State, SCF Code
Line 2: Class, Contents
Line 3: Mailer, Mailer Location
Sample:

SCF ORLANDO FL 327

FCM ZIP + 4 PRESORT

FR Q MAILER BALTO MD

366.4 ADC Tray Preparation and Labeling. Mail left over after preparing all 3-digit and SCF trays must be placed in the appropriate Area Distribution Center (ADC) tray. Mail for each 3-digit destination within a tray must be physically separated by visible index tabs or separator cards. Only those authorized 3-digit ZIP Code prefixes in Exhibit 122.63m may be mailed under the provisions of 366. ADC trays must be labeled in accordance with the requirements in Exhibit 122.63o, in the following manner:

Line 1: Area Distribution Center, Code
Line 2: Class, Contents
Line 3: Mailer, Mailer Location
Sample:

DIS ORLANDO FL 327

FCM ZIP + 4 PRESORT

FR Q MAILERS BALTO MD

366.5 Postage Payment. Mailings under this section at the time of acceptance must be accompanied by documentation supporting mailing statements which are required by 382.4. The types of documents required to support mailing statements for mailings presented under the provisions of 366 are listed in 365.4. Required documentation depends on whether postage is affixed to each piece in the mailing and whether the ZIP + 4 rate pieces are physically separated from other pieces in the mailing.

366.6 Mailing Statements. The mailer must submit a mailing statement for each mailing. When pieces for a mailing list or mailing cycle as defined by the mailer are mailed over a period of more than one day, each day the mailer must indicate on each mailing statement submitted under this procedure the mailing cycle or mailing list to which the pieces belong, and the final mailing statement for the mailing list or mailing cycle must accurately account for the full list or cycle. Under this procedure, a mailing statement may not be submitted for more than one mailing cycle or one mailing list.

These changes will be incorporated into a future revision to the DMM.—*Office of Classification & Rates Administration, 6–12–86.*

Get into the Swing of Things—Slowly!

Spring training isn't just for professional athletes. Warm up. Stretch out. Exercise muscles that you haven't used all winter.

Don't try to belt one out of the park the first time at bat. Save overhand smashes for later in the tennis match. Don't try to drive the ball 275 yards off the first tee.

Get into the swing of things slowly. It's better for your game and your well-being.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21569** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010004	101433	303634	336624	489200	672143	784125	913392	945294
010012	101485	303637	336630	500010	701437	797132	917236	945304
010300	101516	314536	337038	511625	705002	800069	917480	951143
011010	101786	322368	337080	520023	706078	801009	917553	951189
011018	101802	323045	337514	532223	711218	801012	917556	954076
014310	109002	323047	339301	537024	731220	802275	917562	954212
018114	112001	324390	372195	537057	731241	802276	917599	958131
019030	112004	328104	374077	551123	741273	802436	921321	958139
019037	112143	328154	374102	551133	741412	802442	921344	958143
021016	112197	331328	392120	551186	741421	802450	921416	958154
021064	113083	331555	393042	554221	750090	802465	924071	960016
021147	114071	331573	402003	600372	752194	802471	924077	968195
021188	114107	331623	402143	601012	760246	809033	924103	968203
021321	117163	331700	405072	601083	760261	837053	924107	968224
021360	117204	333252	405075	601230	760265	837060	924111	981134
021401	117259	333349	415002	601379	760280	841003	926462	981293
021449	142146	333367	420006	601406	761111	841024	926638	981353
021491	146215	333708	430008	601651	762006	846013	926658	981401
021500	165032	333726	432155	602015	770037	850009	926722	981478
021501	181020	333740	432186	605503	770072	850329	926731	981481
025005	191506	334001	452267	607263	770219	856016	926738	981510
027033	198036	334028	452303	607488	770343	882074	926742	981511
031012	200381	334049	452328	612021	770401	891104	926777	981525
031014	200392	335022	452333	616035	770544	891223	926825	981559
038080	200426	335030	452339	616036	770601	901037	926845	981571
066045	223053	335034	454094	616037	770632	901060	927022	981573
066054	235110	335037	460006	616038	770717	901118	931008	981611
069219	275049	335166	462208	616039	770783	901234	931817	989019
069241	282125	335176	462211	616040	770831	901391	931818	989039
069251	282187	335189	462213	625002	770870	901455	931830	992157
071463	282193	335246	462215	626029	770882	902437	931879	995230
078003	283093	335566	464010	631185	773050	902451	935020	997087
080016	283096	336042	464065	631291	781007	902452	937070	997088
080112	283111	336043	468053	631329	782199	907238	937104	997089
085006	283124	336049	477013	641073	782208	907252	945251	997090
101162	292146	336077	478008	641272	782240	910210	945271	997110
101275	303624	336616	489029	641523	782251	913300	945285	997120

—Marketing Dept., 6–12–86

If the address on your mailing label of *Postal Life* or *Postal Leader* is incorrect, complete Form 1216, *Employee's Current Mailing Address.* This form is available from your Personnel Office. Return the completed form to your Personnel Office for processing. No other form can be used for this purpose.

POST OFFICE CHANGES NUMBER 12

[Supplemental to 1986 National Five-Digit ZIP Code and Post Office Directory]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	032849	86001	AZ	Flagstaff	Coconino	East Flagstaff	Station	7–01–86	New ZIP Code assigned to station. Retain ZIP Code 86001 for Flagstaff.
NEW	032849	86004	AZ	Flagstaff	Coconino	East Flagstaff	Station	7–01–86	
OLD									Community Post Office established.
NEW	036771	86314	AZ	Prescott	Yavapai	Prescott Valley	Community Post Office.	7–01–85	
OLD	050348	90701	CA	Artesia	Los Angeles	Cerritos	Place Name		Place Name converted to a Classified Branch. New ZIP Code 90703 assigned. Retain ZIP Code 90701 for Main Office.
NEW	050348	90703	CA	Artesia	Los Angeles	Cerritos	Classified Branch	7–01–86	
OLD	050348	90701	CA	Artesia	Los Angeles	Main Office (Post Office Boxes).	Post Office	7–01–86	New ZIP Code 90702 assigned to Post Office Boxes. Retain ZIP Code 90701 for Artesia.
NEW	050348	90702	CA	Artesia	Los Angeles	Main Office (Post Office Boxes).	Post Office	7–01–86	
OLD	052326	92241	CA	Eagle Mountain	Riverside		Post Office	6–07–86	Post Office and ZIP Code discontinued. Send mail to Desert Center, CA 92239.
NEW									
OLD									New ZIP Code assigned to delivery area.
NEW	053120	95949	CA	Grass Valley	Nevada	Main Office (New Delivery Area).	Post Office	7–07–85	
OLD	053222	92031	CA	Guatay	San Diego		Post Office	1–11–86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Guatay, CA 92031 as last line of address.
NEW	052148	92031	CA	Descanso	San Diego	Guatay	Community Post Office.	1–11–86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	054158	92044	CA	La Mesa	San Diego	Main Office (Post Office Boxes).	Post Office	7–01–86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	054530	90082	CA	Los Angeles	Los Angeles	Ramirez (Post Office Boxes).	Classified Station	5–29–86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	055832	95967	CA	Paradise	Butte	Main Office (Post Office Boxes).	Post Office	7–01–86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	115850	33245	FL	Miami	Dade	Shenandoah (Post Office Boxes).	Classified Station	7–01–86	
OLD	115850	34092	FL	Miami	Dade	USS Samuel Eliot Morison (FFG–13) FPO 34092.	Classified Branch	5–15–86	FPO discontinued.
NEW									
OLD	157525	83548	ID	Reubens	Lewis		Post Office	5–16–86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Reubens, ID 83548 as last line of address.
NEW	152175	83548	ID	Culdesac	Lewis	Reubens	Place Name	5–16–86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	161542	60691	IL	Chicago	Cook	Loop (Post Office Boxes)	Classified Station	3–01–86	
OLD									New ZIP Code assigned to delivery area.
NEW	162442	60123	IL	Elgin	Kane	Elgin (New Delivery Area)	Post Office	7–01–86	

OLD	170847	46720	IN	Brimfield	Nobel		Post Office	6-01-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Brimfield, IN 46720 as last line of address.
NEW	174202	46720	IN	Kendalville	Nobel	Brimfield	Community Post Office.	6-01-86	
OLD	194081	66747	KS	Hiattville	Bourbon		Post Office	6-30-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Hiattville, KS 66701 as last line of address.
NEW	193179	66701	KS	Fort Scott	Bourbon	Hiattville	Place Name	6-30-86	
OLD	198690	67670	KS	Stuttgart	Phillips		Post Office	6-01-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Stuttgart, KS 67670 as last line of address.
NEW	197227	67670	KS	Phillipsburg	Phillips	Stuttgart	Community Post Office.	6-01-86	
OLD	200036	41201	KY	Adams	Lawrence		Post Office	6-01-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Adams, KY 41201 as last line of address.
NEW	204784	41201	KY	Louisa	Lawrence	Adams	Place Name	6-01-86	
OLD	207648	41259	KY	Thealka	Johnson		Post Office	6-01-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Thealka, KY 41240 as last line of address.
NEW	205912	41240	KY	Paintsville	Johnson	Thealka	Place Name	6-01-86	
OLD	221095	04540	ME	Burkettville	Knox		Post Office	5-31-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Burkettville, ME 04574 as last line of address.
NEW	229075	04574	ME	Washington	Knox	Burkettville	Place Name	5-31-86	
OLD									New ZIP Code assigned to delivery area at General Mail Facility for official mail.
NEW	244600	01889	MA	Middlesex-Essex	Middlesex	Middlesex-Essex (New Delivery Area).		3-01-85	
OLD	247854	01565	MA	Sterling	Worcester	Sterling Junction	Place Name	4-15-86	Name change to Place Name and ZIP Code 01565 discontinued. Use Sterling Junction, MA 01564 as last line of address.
NEW	247854	01564	MA	Sterling	Worcester	Sterling Junction	Place Name	4-15-86	
OLD	261500	55717	MN	Canyon	Saint Louis		Post Office	6-30-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Canyon, MN 55717 as last line of address.
NEW	262070	55717	MN	Cotton	Saint Louis	Canyon	Place Name	6-30-86	
OLD	264560	55749	MN	Holyoke	Carlton		Post Office	6-30-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Holyoke, MN 55749 as last line of address.
NEW	269845	55749	MN	Wrenshall	Carlton	Holyoke	Place Name	6-30-86	
OLD	268390	56755	MN	Saint Vincent	Kittson		Post Office	6-18-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Saint Vincent, MN 56755 as last line of address.
NEW	266960	56755	MN	Noyes	Kittson	Saint Vincent	Community Post Office.	6-18-86	
OLD	269090	55785	MN	Swatara	Aitkin		Post Office	6-30-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Swatara, MN 55785 as last line of address.
NEW	264420	55785	MN	Hill City	Aitkin	Swatara	Place Name	6-30-86	
OLD	307590	68657	NE	Richland	Colfax		Post Office	5-26-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Richland, NE 68601 as last line of address.
NEW	301980	68601	NE	Columbus	Colfax	Richland	Place Name	5-26-86	
OLD	314400	89826	NV	Jarbidge	Elko		Post Office	8-29-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Jarbidge, NV 89826 as last line of address.
NEW	314370	89826	NV	Jackpot	Elko	Jarbidge	Community Post Office.	8-29-86	
OLD	355825	09607	NY	New York	New York	APO 09607	Classified Branch	5-01-86	APO reclassified as a Mailing Address Only (MAO).
NEW									
OLD	357460	13836	NY	Sanitaria Springs	Broome		Post Office	7-19-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Sanitaria Springs, NY 13833 as last line of address.
NEW	356710	13833	NY	Port Crane	Broome	Sanitaria Springs	Place Name	7-19-86	
OLD									New ZIP Code assigned to delivery area.
NEW	358170	10311	NY	Staten Island	Richmond	Staten Island (New Delivery Area).	Post Office	6-05-86	

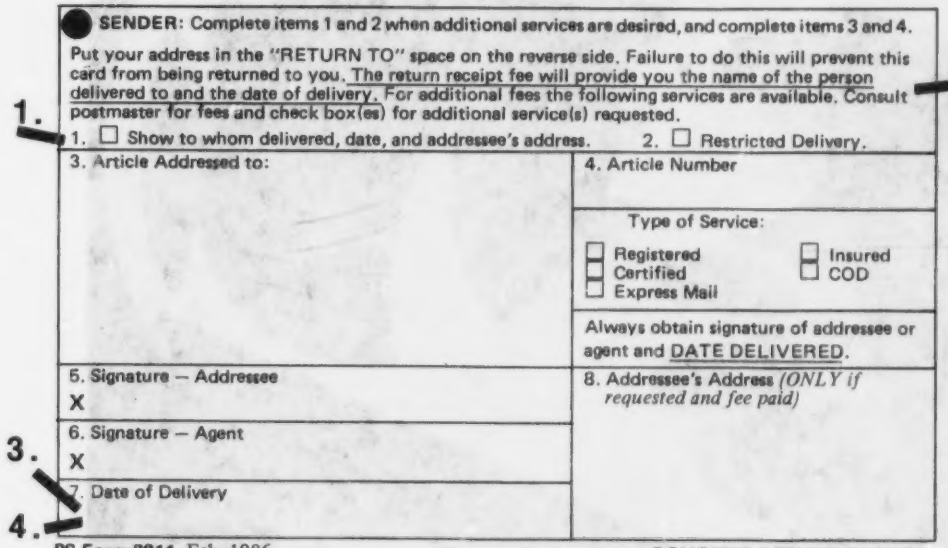
POST OFFICE CHANGES NUMBER 12—Continued

[Supplemental to 1986 National Five-Digit ZIP Code and Post Office Directory]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	388155	43156	OH	Tarlton	Pickaway		Post Office	7-04-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Tarlton, OH 43156 as last line of address.
NEW	384319	43156	OH	Laurelville	Pickaway	Tarlton	Place Name	7-04-86	
OLD	417564	17974	PA	Seltzer	Schuykill		Post Office	6-30-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Seltzer, PA 17974 as last line of address.
NEW	416784	17974	PA	Pottsville	Schuykill	Seltzer	Community Post Office.	6-30-86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	482030	78427	TX	Corpus Christi	Nueces	Southside (Post Office Boxes).	Classified Station	1-01-87	
OLD	496018	84755	UT	Mount Carmel	Kane		Post Office	8-01-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Mount Carmel, UT 84755 as last line of address.
NEW	496596	84755	UT	Orderville	Kane	Mount Carmel	Community Post Office.	8-01-86	
OLD	543038	98222	WA	Friday Harbor	San Juan	Blakely Island	Community Post Office.	6-05-86	Parent Post Office changed for Community Post Office.
NEW	540364	98222	WA	Anacortes	San Juan	Blakely Island	Community Post Office.	6-05-86	

—Delivery Services Dept., 6-12-86.

Return Receipts Need Attention



SENDER: Complete items 1 and 2 when additional services are desired, and complete items 3 and 4.

Put your address in the "RETURN TO" space on the reverse side. Failure to do this will prevent this card from being returned to you. The return receipt fee will provide you the name of the person delivered to and the date of delivery. For additional fees the following services are available. Consult postmaster for fees and check box(es) for additional service(s) requested.

1. ☐ Show to whom delivered, date, and addressee's address. 2. ☐ Restricted Delivery.

3. Article Addressed to:

4. Article Number

Type of Service:
☐ Registered ☐ Insured
☐ Certified ☐ COD
☐ Express Mail

Always obtain signature of addressee or agent and DATE DELIVERED.

5. Signature — Addressee
X

6. Signature — Agent
X

7. Date of Delivery

8. Addressee's Address *(ONLY if requested and fee paid)*

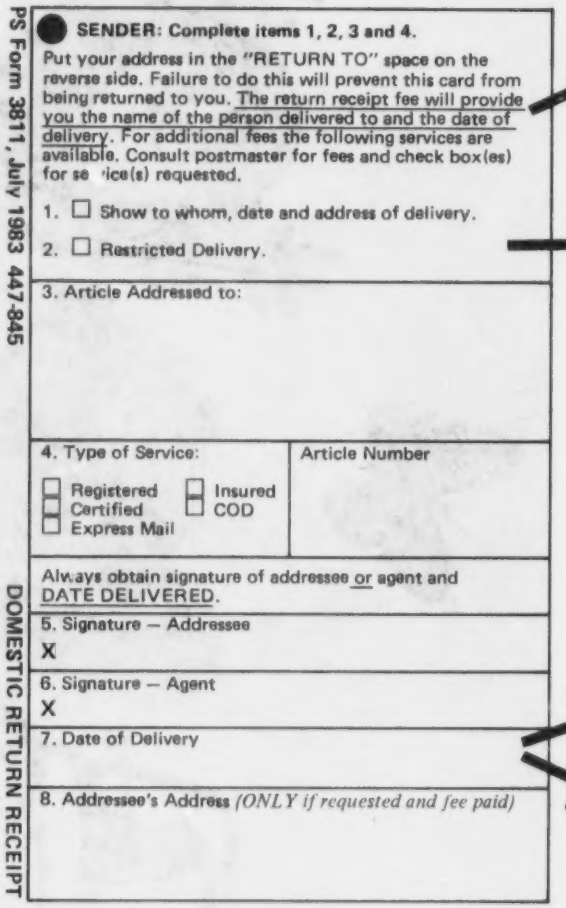
PS Form 3811, Feb. 1986 DOMESTIC RETURN RECEIPT

1. These services cost extra. Do not check unless additional fees are paid.

2. Note that payment of the basic fee provides the name of the person the article was delivered to and the date of delivery.

3. DO NOT postmark or round date.

4. Delivery employee enters date of delivery if customer does not.



PS Form 3811, July 1983 447-845 DOMESTIC RETURN RECEIPT

SENDER: Complete items 1, 2, 3 and 4.

Put your address in the "RETURN TO" space on the reverse side. Failure to do this will prevent this card from being returned to you. The return receipt fee will provide you the name of the person delivered to and the date of delivery. For additional fees the following services are available. Consult postmaster for fees and check box(es) for service(s) requested.

1. ☐ Show to whom, date and address of delivery.
2. ☐ Restricted Delivery.

3. Article Addressed to:

4. Type of Service:
☐ Registered ☐ Insured
☐ Certified ☐ COD
☐ Express Mail

Article Number

Always obtain signature of addressee or agent and DATE DELIVERED.

5. Signature — Addressee
X

6. Signature — Agent
X

7. Date of Delivery

8. Addressee's Address *(ONLY if requested and fee paid)*

Please Post

Please Post

Copyright material has been
deleted, not available for
Microfiche Edition.

Copyright material has been

deleted; not available for

Microfiche Edition.

Wisconsin Territory Postal Card

A 14-cent domestic rate postal card marking the 150th anniversary of the Wisconsin Territory will be issued July 3 in the Wisconsin town of Mineral Point.

The postal card features a painting by David Blossom, the designer of a number of stamps and stationery items.

Originally part of the old Northwest Territory and later incorporated in the territories of Indiana, Illinois and Michigan, Wisconsin achieved territorial status in 1836. It existed as a territory for 12 years until 1848, when it was admitted to the Union as the 30th state.

Most of the region's early growth and prosperity resulted from the "lead rush" of the 1820s, as news of rich lead and iron ore deposits drew thousands to the mining regions in the southwestern corner of the present state.

Four miners are featured prominently in the foreground of the postal card design. A collection of miners' homes known as "Shake Rag Street" can be seen in the background. The street took its name from the practice of the miners' wives who summoned their husbands at mealtime by waving dishcloths from their cottage windows.

Many of Wisconsin's early settlers emigrated from Southwest England and built cottages of limestone block in the fashion of their native Cornwall. Other miners lived in shelters which they dug into hillsides, and thus were called "badgers," after the burrowing animal—a popular nickname still applied to the people of Wisconsin.

Known today as "America's dairyland," Wisconsin consistently ranks first in the nation's production of dairy products. Manufacturing, forestry and tourism are also important components of the state's diversified economy.

Procedures for ordering first day cancellations are as follows:

Customer-Provided Stationery: Customers are urged to purchase postal cards at post offices and philatelic centers. All cards should be addressed on the right side at least ⅝ of an inch up from the bottom. Mail postal cards by August 2 to: CUSTOMER-PROVIDED POSTAL CARDS, POSTMASTER, MINERAL POINT, WI 53565–9991. No remittance is required.

Postal Service-Provided Stationery: The Postal Service will supply postal cards when requested to do so. Mail orders by August 2 to: WISCONSIN TERRITORY POSTAL CARD, POSTMASTER, MINERAL POINT, WI 53565–9992. Customers are encouraged to provide a peelable return address label for each card ordered to eliminate the need for postal personnel to apply return addresses. The cost is 14 cents for each card and personal checks in the exact amount will be accepted for orders up to the limit of 50 cards. Do not send cash.

After local stocks of the item are depleted, it will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–18
Remove after August 2

PLEASE POST ON BULLETIN BOARD

Statue of Liberty Commemorative Stamp

Stamp Poster 86–19

Copyright material has been deleted; not available for Microfiche Edition.

Statue of Liberty Commemorative Stamp

A 22-cent commemorative stamp will be issued on July 4 in honor of the centennial of the Statue of Liberty. The first day of issue ceremony will be held on Governors Island, during Liberty Weekend '86, an extensive program of events celebrating the centennial. Postmaster General Albert V. Casey will dedicate the stamp.

On the same day in Paris, the French postal administration (PTT) will issue a 2,20 franc stamp and 2,50 franc postal card in honor of the Statue.

The U.S. stamp will go on sale at New York City post offices on July 4, and at the post offices nationwide the following business day.

Mint French stamps will be sold by the U.S. Postal Service for 35 cents, but the stamps will be available only in New York City. Mint French cards will be sold for 50 cents and will be available in New York City and at selected philatelic centers and by mail order from the Philatelic Sales Division.

The Statue of Liberty was presented to the United States by the people of France as an expression of their fraternity and regard for the nation's founding principles. Conceived by Frederic Auguste Bartholdi and officially titled "Liberty Enlightening the World," the sculpture became at once an internationally recognized symbol of American liberty and contempt for tyranny.

The design used for the U.S. and French Statue of Liberty stamps and the French postal card indicia was created by Howard Paine, of Delaplane, Virginia. In keeping with the cooperative nature of the joint Postal Service/French PTT project, the design was engraved in France by Claude Jumelet. Working from Mr. Jumelet's engraving, the Bureau of Engraving and Printing produced the U.S. stamp by the two-color intaglio process.

In conjunction with the U.S. stamp dedication, cancellations will be offered at a number of metropolitan New York locations, including several in New Jersey. The French PTT will apply first day cancellations to its stamps and cards at one or more locations to be announced later. A listing of all cancella-

tion sites will be announced in the near future.

Procedures for ordering first day cancellations of the U.S. Statue of Liberty stamp are as follows:

Customers affixing stamps: Covers bearing customer-affixed stamps will be given preferential service, and customers are encouraged to purchase the U.S. stamps and affix them to their envelopes. All envelopes must be addressed on the right side at least ⅝ of an inch up from the bottom. Stamps should be placed in the upper right corner approximately one-quarter inch from the top and right edge. Requests should be postmarked no later than August 3 and addressed: CUSTOMER-AFFIXED ENVELOPES, STATUE OF LIBERTY STAMP, POSTMASTER, NEW YORK, NY 10001–9991. No remittance is required.

Postal Service affixing U.S. stamps: Except for affixing stamps and addressing orders, follow the procedures listed above. Orders should be postmarked no later than August 3 and addressed: STATUE OF LIBERTY STAMP, POSTMASTER, NEW YORK, NEW YORK 10001–9992.

Mint French stamps will not be available at U.S. post offices outside of New York City. Mint French postal cards will be sold at philatelic centers and by mail order from the Philatelic Sales Division. However, customers may submit envelopes to receive French first day cancellations of the French stamp and postal card, and combination covers (a single envelope with the U.S. stamp and cancellation and the French stamp and cancellation).

Ordering instructions are as follows:

Postal Service supplying French-canceled French stamps and postal cards: The price for the canceled French stamp is 35 cents. The canceled French postal card is 50 cents. The Postal Service stressed that mint postal cards may be ordered from the Philatelic Sales Division, but mint French stamps may not. Orders for the cancellations must be postmarked no later than August 3 and addressed: FRENCH STATUE OF LIBERTY STAMP, NEW YORK, NEW YORK 10001–9993; or, FRENCH STATUE OF LIBERTY POSTAL CARD, NEW YORK, NEW YORK, 10001–9993.

Postal Service supplying combination U.S. and French stamps and cancellations: The Postal Service will affix one U.S. and one French stamp to the same cover. The American stamp will be canceled with the U.S. first day cancellation, and the French stamp will receive the French cancellation. The price is 57 cents for each combination cover. Orders must be postmarked no later than August 3 and addressed: STATUE OF LIBERTY COMBINATION COVERS, NEW YORK, NEW YORK 10001–9994.

Personal checks will be accepted for all of the items and methods listed above, up to the limit of 50 covers. Do not send cash. Postal stamps are unacceptable as payment.

After local stocks of the U.S. Statue of Liberty stamp are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog,* listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–19
Remove after August 3

PLEASE POST ON BULLETIN BOARD

Copyright material has been deleted; not available for Microfiche Edition.

Father Edward Joseph Flanagan Regular Stamp

A four-cent regular Great Americans Series stamp honoring the birth centennial of humanitarian Father Edward Joseph Flanagan will be issued in Boys Town, Nebraska, on July 14. It will go on sale at post offices nationwide on July 15.

Designed by Christopher Calle of Stamford, Connecticut, the single-color engraved stamp features a somber rendering of the gregarious priest.

Edward Joseph Flanagan was born in Roscommon, Ireland, on July 13, 1886, and moved to the United States in 1904 with aspirations for the priesthood. Eight years later, he was ordained a Catholic priest for the archdiocese of Omaha, where he embarked on a long and successful career as a humanitarian and educator.

In 1917, Father Flanagan's deep concern for needy youngsters prompted him to found "Father Flanagan's Boy's Home" which evolved into the present Boys Town. For three decades, the energetic Flanagan directed Boys Town and provided troubled youths with much-needed love, understanding and hope.

In 1947, General Douglas MacArthur invited Father Flanagan to Japan and Korea to serve as a consultant for youth programs. He died on May 15, 1948, while on a similar mission to Germany.

Today, Flanagan's legacy endures at Boys Town where young men and women acquire vocational skills and develop strong moral and spiritual character through programs he inspired.

Procedures for ordering first day cancellations are as follows:

Customers are encouraged to buy stamps and affix them to their own envelopes. All envelopes must be addressed on the right side at least ⅝ of an inch up from the bottom, and peelable return address labels are recommended. Customers are reminded that at least 18 cents additional postage must be affixed to meet the minimum First-Class rate for letters. Uncanceled stamps issued prior to July 14 may be used for this purpose, but envelopes to which stamps issued after July 14 are affixed will be returned unserviced. Mail covers by August 13 to: Customer-Affixed Envelopes, Father Flanagan Stamp, Postmaster, Boys Town, NE 68010–9991. No remittance is required.

The Postal Service will affix stamps when requested to do so, and will use an 18-cent George Washington/Washington Monument stamp to meet the minimum First-Class rate. The cost is 22 cents for affixing the stamps. Mail orders by August 13 to: Father Flanagan Stamp, Postmaster, Boys Town, NE 68010–9992. Personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash.

A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–20
Remove after August 13

PLEASE POST ON BULLETIN BOARD

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21569 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
271 186 6453 to 6463
274 372 3943 to 3999
274 507 3213 to 3299
278 965 4900 to 4917
279 022 5467 to 5499
279 256 2135 to 2199
280 255 8618 to 8647
280 619 5719 to 5732
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 389 9242 to 9299
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
365 842 7960 to 7999
365 997 7565 to 7699
366 772 6702 to 6799
366 998 7669 to 7681
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
369 718 3783 to 3799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

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a. **Missing Issues.** To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. b. **Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition*, to the Eastern Area Supply Center, Sommerville, NJ 08877-9991. c. **Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 d. **Address Changes.** Same as 1-c.	a. **Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 b. **Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. c. **Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. d. **Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

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postal bulletin

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NEWARK PUBLIC LIBRARY

JUL 10 1986

U. S. GOVT. PUBS. DEPOSITORY 325

Undeliverable Express Mail International Service Items

Foreign postal administrations have informed the Postal Service that many undeliverable Express Mail International Service items are being returned to the sender as surface mail or returned with no endorsement on the item giving the reason for non-delivery. All employees involved in the distribution, delivery and dispatch of Express Mail International Service items must be advised of the following procedures applicable to undeliverable Express Mail International Service items:

1. Every reasonable effort must be made to deliver Express Mail International Service items. Directory service must be provided when items cannot be delivered due to insufficient address or cannot be delivered at the address given.
2. Express Mail International Service items which are undelivered must be retained at the delivery office for 5 working days before returning them to the origin country.
3. Express Mail International Service items refused by the addressee must be returned immediately to the origin country as Express Mail.
4. Undeliverable items must be returned to the origin country as Express Mail International Service items.
5. The reason for non-delivery must be endorsed on the item by hand or by means of a stamped impression or label.
6. Air exchange offices must record on the Express Mail manifest the reason for non-delivery for all items being returned to an origin country.
7. Dispatching air exchange office personnel must enter an "X" in the field labeled "Return to Sender" on the outbound tracking screen of the computerized Express Mail Tracking System.

—Mail Processing Dept., 6–19–86.

Officer-in-Charge Assignments

All installation heads are reminded that Form 1723, *Assignment Order,* must be used to authorize temporary Officer-in-Charge (OIC) Assignments. Maintain this form in the employee's Official Personnel Folder according to the procedures specified in Section 621.43 of Handbook P–11, *Personnel Operations.* Form 50, *Notification of Personnel Action,* must be processed for all individuals who are hired from outside the Postal Service to serve in OIC assignments.

—Employee Relations Dept., 6–19–86.

Carrier Street Activity Test

The Office of Revenue and Cost Systems (ORCS) plans to conduct a test of carrier street activity on 2,641 routes nation-wide involving 90 MSC's. The test is required to update carrier information for ratemaking purposes. The data will in no way be used for work standards or individual performance evaluation. Testing will be from June 21 to September 26, 1986.

Designed to minimize workload requirements by carriers, and data collectors, the test is basically an extension of the IOCS work sampling technique to carrier street activities. A specially designed Form 2600 (2600–P) will be used to collect data from carriers during three randomly selected time periods during a carrier's work sequence. The carrier will then indicate the appropriate task on Form 2600 (2600–P). Data collectors will be responsible for describing the test procedure to the carrier, giving the carrier the telephone pager and test materials, phoning the pager at the proper times, debriefing the carrier and transcribing the data to the Form 2600–P.

Tests will take place on the same day and in the same carrier station as the City Carrier Route test (Form 2858) enabling the same data collector to conduct both tests. The cooperation of carriers, supervisors and data collectors is essential to the success of this project.*—Office of Classification & Rates Administration, 6–19–86.*

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Pl. 3:

DMM Revision

Optional 3-Digit Sortation of ZIP + 4 Presort Mail

POSTAL BULLETIN 21570, 6/12/86, pages 19 to 24 contained a notice for DOMESTIC MAIL MANUAL (DMM) changes to implement optional mail preparation procedures for ZIP + 4 Presort First-Class Mail. In conjunction with those changes, the following non-substantive, editorial change to DMM 365.1 and 365.2 is being made. Both changes will be effective on **June 29, 1986.**

The purpose of this change is to clearly distinguish the two methods of presenting ZIP + 4 Presort mail. The first is the current procedure in which the mailer may commingle a minimum of 500 ZIP + 4 addressed pieces with a regular Presort First-Class mailing that is presorted to the 5-digit ZIP code level to the greatest extent possible. The second method is the optional procedure, outlined in the June 12 POSTAL BULLETIN, which only requires the mailer to presort to the 3-digit level, but which is limited in several respects—each piece in a mailing must be destined for a 3-digit area served by a postal facility with automated mail processing equipment, each mailing must have a minimum ZIP + 4 addressing level of 85 percent, and all pieces in a mailing must meet optical character readability requirements.

DMM 365.1 and 365.2 are amended to read as follows:

365.1 General. In order to maintain the level of presortation for Presort mailings that have been converted to use of ZIP + 4 codes, mailers may combine ZIP + 4 Presort First-Class Mail (bearing a ZIP + 4 code) (see 368) and regular Presort First-Class Mail (bearing a five-digit ZIP Code) (see 367), under the conditions in 365 and 366. Only those pieces which bear a ZIP + 4 code are eligible for ZIP + 4 rates.

365.2 Conversion Transition Period. Until at least January 1, 1987, mailers who do not use the optional procedures in 366 are permitted to fully combine ZIP + 4 Presort First-Class Mail and regular Presort First-Class Mail. Except as provided in 365.31, no minimum number of ZIP + 4 addressed pieces is required for these mailings.

—Office of Classification & Rates Administration, 6–19–86.

Selective Service Registration Materials

The Selective Service System (SSS) continues to get numerous requests from post offices for registration materials. DO NOT ORDER THESE MATERIALS FROM SELECTIVE SERVICE.

Only management sectional centers (MSCs) may requisition SSS forms and materials from their Postal Service area supply center. All classified post offices, stations, and branches should request forms and display pieces from their MSC.

The following materials must be available to customers:

SSS Form 1 ..... *Registration Form.*
SSS Form 2 ..... *Change of Information.*
SSS BRO 10 ..... *Information Brochure.*

SSS Box 45 is a freestanding display with pockets for Selective Service materials. Poster Card 46 is 6" x 8" and should be posted on a bulletin board. Inspect displays and replace if soiled or mutilated.

All CAG A–G offices and stations/branches must display SSS Box 45 and Poster Card 46; CAG H–L offices must display Poster Card 46. CAG H–L offices may also use SSS Box 45 if space is available.

In addition, offices that serve Spanish speaking populations should display:

SSS BRO 10S ..... *Spanish Brochure.*
SSS IS 40S ..... *Spanish Instruction Sheet.*
SSS Card 46S ..... *Spanish Poster Card.*

Any other posters or materials not listed above are obsolete and should be removed from display and destroyed.—*Delivery Services Dept., 6–19–86.*

Notify your supervisor if your equipment does not provide proper security for funds and stamp stock.

Orange airmail bags are used for priority mail. Process them regularly. Ship them to the concentration point nearest your installation.

ELM Revision

INVENTIONS AND PATENTS

Subchapter 690, which covers employee rights and responsibilities relative to patents and inventions, is being added to Chapter 6 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM).

690 INVENTIONS AND PATENTS

690.1 Policy

It is a policy of the Postal Service to encourage and stimulate the inventive talents of employees and to determine equitably the respective rights of the inventor and the Postal Service.

690.2 Authority

These regulations are issued pursuant to the authority of 39 U.S.C. 401, and they supersede and replace all previous rules and regulations relating to this subject.

690.3 Definitions

The terms used in this section are defined as follows:

a. Postal Employee: Any officer or employee of the Postal Service, including any part-time employee.

b. Invention: Any art, machine, manufacture, design, or composition of matter, or any new and useful improvement thereof, which is or may be patentable under the patent laws of the United States.

c. During Work Hours: Time spent during usual work hours, overtime, or both.

d. Facilities: Postal Service buildings, shops, and any other buildings, property, or premises occupied by the Postal Service, used while making an invention.

e. Equipment: U.S. Postal Service machinery, tools, and the like, used in making an invention.

f. Materials: Components specifically obtained and used for the purpose of making an invention.

g. Funds: U.S. Postal Service funds specifically allocated for the purpose of making an invention (including salary or wages paid to the inventor).

h. Information: Knowledge used in making an invention which was available only by reason of the inventor's official duties and was obtained from sources available by reason of such duties and not otherwise available.

i. Time and Service of Other Government Employees on Official Duty: Assistance provided, during work hours, by other postal employees or by nonpostal employees of the Federal Government in making an invention.

j. Inventor in Official Duty Capacity: An invention bears a direct relation to or is made in consequence of official duties when the inventor is employed or assigned to:

(1) Invent, improve, or perfect, or

(2) Conduct or perform research, development work, or both, or

(3) Supervise, direct, coordinate, or review Postal Service or the Government-financed or conducted research or development, or both, or

(4) Act in a liaison capacity among governmental or nongovernmental agencies or individuals engaged in such research or development work; and the invention is reasonably shown to have been developed from or during the performance of such work.

690.4 Reporting Inventions

.41 Reports. Any invention made by a Postal Service employee must be reported, even though the employee is filing a patent application through outside counsel. An employee does not have clear title to an invention until a determination has been made as to possible Postal Service rights in the invention.

.42 When To Send. Inventions should be reported as soon as the inventor makes a written description, drawing, or model of the invention.

.43 Where To Send. Send invention reports to the Patent Counsel, Law Department, U.S. Postal Service, Washington, D.C. 20260-1123.

.44 What To Send. Supply the following necessary information in duplicate:

a. Inventor's name and address.

b. Inventor's job title and a brief description of duties.

c. Title of the invention and a full description of the invention. Do not send a model of the invention unless it is requested.

d. A description of the Postal Service's contribution to the invention, if any. To show this, answer *yes* or *no* whether:

(1) The invention was made during work hours.

(2) The Postal Service contributed facilities, equipment, materials, funds, information, or the time or services of other Postal Service employees on official duty.

(3) The invention bears a direct relation to or was made in consequence of official duties.

Note: Give the reason for any *yes* answer above.

.45 Review by Supervisor. A supervisor is to review the information and certify that to the best of his knowledge the report is true. If the supervisor does NOT agree with any part of the report, he will attach a statement of reasons for disagreeing. The supervisor's review is for the purpose of verifying:

a. Whether the invention was made with a contribution by the Postal Service of facilities, equipment, materials, funds, information, or the time

or service of other Postal Service employees on official duty.

b. The relation, if any, of the invention to the assigned duties of the inventor, and

c. Whether the invention was made during work hours.

690.5 Determination of Rights In and To an Invention

.51 Responsibility. The initial determination of entire right, title, and interest in and to an invention is made by the Postal Service's Patent Counsel. The determination of rights is based on the following criteria:

a. Entire Right, Title, and Interest to Postal Service. The entire right, title, and interest will be obtained by the Postal Service when:

(1) The invention bears a direct relation to, or is made in consequence of the official duties of the employee; or,

(2) The invention is made with a substantial contribution by the Postal Service of facilities, equipment, materials, funds, information, or the time or services of other Postal Service employees on official duty.

b. Entire Right, Title and Interest to Employee. The entire right, title and interest will be left with the employee when:

(1) The invention does not bear a direct relation to, or is not made in consequence of, the official duties of the employee;

(2) The invention is made outside of working hours; and

(3) The invention was not made with a contribution by the Postal Service of facilities, equipment, materials, funds, information, or of time, or services of other Postal Service employees on official duty.

c. Divided Rights of Employee and U.S. Postal Service. When an invention by an employee does not meet the criteria of 690.51a (1) or (2), but the invention is made during working hours, the Postal Service may reserve a non-exclusive, irrevocable, royalty-free license in the invention with the power to grant licenses for all government purposes. Such reservation must appear, where practicable, in any patent, domestic or foreign, which may issue on such invention.

.52 Instruments

Patent Counsel prepares any necessary instruments and maintains a written record of all inventions to which the Postal Service has the title or license.

690.6 Appeals and Petitions

The following are the procedures for filing appeals and petitions:

a. Any Postal Service employee/inventor who is aggrieved by the initial determination as to the rights of the Postal Service in any invention may appeal by filing two copies of an appeal with the Postal Service's Patent Rights Board within 30 days after receiving notice of the initial determination by the Patent Counsel. The Board forwards one copy of the appeal to the Patent Counsel.

b. On receipt of a copy of an appeal, the Patent Counsel will promptly furnish both the Board and the employee a report containing: (1) a detailed statement of the points of dispute or controversy, (2) copies of any statements or written arguments filed with the Patent Counsel, and (3) any other relevant evidence that was considered in making the initial determination of Postal Service interest.

c. Within 30 days after the mailing or hand delivery of a copy of the Patent Counsel's report to the inventor, the employee may file a reply with the Board, furnishing a copy to the Patent Counsel.

d. After the expiration of the period for reply to the Patent Counsel's report, the Board issues a decision on the matter. The Board's decision is made after consideration of the statements of fact in the inventor's appeal, the Patent Counsel's report, and the inventor's reply; but the Board, at its discretion, may call for further statements on specific questions of fact or may request additional evidence.

e. The employee may file a petition for reconsideration or modification of the Board's decision within 30 days from the date of the decision. The decision is final after the period for asking reconsideration expires or on the date that a decision on reconsideration is made or reconsideration is denied.

690.7 Timeliness

Postal Service officials who are involved in the proceedings described in 690.5 and 690.6 will make every effort to process claims and/or appeals in a timely manner.

690.8 Correspondence

Address all correspondence and inquiries relating to inventions and patents to the Patent Counsel, Law Department, U.S. Postal Service, Washington, D.C. 20260–1123.

This new material will be incorporated in the upcoming issue of the ELM.—*Law Dept., 6–19–86.*

ELM Revision

UNIFORM ALLOWANCE PROGRAM

The recently negotiated 1986 Nurses Agreement provides for changes in the handling of the Uniform Program for registered nurses in the U.S. Postal Service. The purpose of this instruction is to outline and implement those changes regarding the evidence of purchase and method of reimbursement.

For purposes of clarification, those nurses whose employment anniversary date falls between the negotiated contract date of March 15, 1986, and the date of this POSTAL BULLETIN, are advised that their 60-day requirement to purchase uniform articles will be computed from the date of this POSTAL BULLETIN.

The following section is being added to subchapter 580 of the EMPLOYEE & LABOR RELATIONS MANUAL (ELM):

* * * * *

586.6 Purchase Procedures for Nurses Program

.61 Procedures. Full-time and part-time nurses will receive a uniform reimbursement authorization card following the employee's anniversary date. Those part-time employees who have not worked 1,560 hours in the 12-month period immediately preceding their anniversary date are not entitled to uniform reimbursement. Following receipt of the authorization card, the employee must, within the next 60-calendar days, purchase the needed uniform articles (as authorized by Section 26.02 of the 1986 USPS–NPPN Agreement) from a personally selected vendor(s).

.62 Documentation. The employee must present an itemized receipt(s) to the uniform program coordinator at the employee's facility. Receipts must include:

(1) Name of employee,

(2) Name of firm from which the purchase was made,

(3) The employee's social security number, and

(4) Description of items purchased, including size, and the date of purchase.

The employee will certify that the uniform articles were actually purchased; and the uniform program coordinator will authorize correct and proper payment by forwarding Form 1498, *Uniform Allowance Payment Record,* to the St. Louis PDC for direct reimbursement to the employee. The coordinator should use vendor number 81886, to ensure payment is made directly to the nurse.

These changes will be included in a future Transmittal Letter to the ELM.

—Labor Relations Dept., 6–19–86.

ASM Revision

FORM 1375–P, *POSTMASTER IDENTIFICATION CREDENTIALS*

Management Instruction EL–350–79–14, *Postmaster Identification Credentials* (05–29–79), is revoked immediately and ADMINISTRATIVE SUPPORT MANUAL (ASM) 273.2, Postal Service Identification, is revised as follows:

270 Security

* * * * *

273.2 Postal Service Identification

* * * * *

.223 Field

* * * * *

b. Form 1375–P, *Postmaster Identification Credentials.* A green photo-identification card issued by the authority of the Field Division General Manager/Postmaster, to all management sectional center/postmasters, and postmasters.

(1) The credentials will remain valid until such time as a postmaster retires, resigns, is reassigned, or requires a new credential to replace one that is lost or worn out.

(2) Divisions/MSCs are responsible for:

(a) Using the most expeditious method for obtaining photos and signatures of postmasters, taking into consideration the possibility of: securing photos and signatures at scheduled postmaster meetings using USPS camera/laminating equipment available at MSCs; sending USPS camera/laminating equipment and qualified personnel to the field for photos and signatures; or, when alternatives are not feasible, using the imprest fund to commercially procure a photo, sending the completed Form 1375–P with photo and signature to the Division/MSC for laminating and return to the individual postmaster. (Photos must not be larger than 1⅛" x 1⅛".)

(b) Entering Social Security Numbers in appropriate blocks.

(c) Securing photographs and signatures to the forms and completing lamination of the credentials.

(d) Issuing completed credentials to newly appointed postmasters.

(e) Entering full name, title, office, State, and ZIP Code above the signature of the Field Division General Manager/Postmaster.

Order Form 1375–P from the supporting area Supply Center, using Form 7380, *Supply Center Requisition.—Employee Relations Dept., 6–19–86.*

Reminder

Requisitioning of Supplies From the Western Area Supply Center

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

On March 3, 1986, all postal installations served by the Western Area Supply Center were authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. Accordingly, offices should maintain no more than a 1-month level of supplies.

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—Procurement & Supply Dept., 6–19–86.

DMM Revision

APO/FPO Mailing Restrictions

Please make the following changes to DOMESTIC MAIL MANUAL (DMM) Exhibit 125.2, *Conditions Applied to Mail Addressed to Military Post Offices Overseas:*

APO 09110 New York, Dexheim Military Community, Dexheim, Germany, Mailing Address Only (MAO). Effective *June 30, 1986,* open with mailing restrictions B–C–D–U. The parent post office for this MAO will be APO New York 09111, Bad Kreuznach, Germany.

All acceptance units must be notified of these changes which will be incorporated into a future revision to the DMM.

—Mail Processing Dept., 6–19–86.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 164

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

C.I.C. Agencies Ltd.
P.O. Box 997
Postal Station A
Kelowna, B.C.

Santex International
P.O. Box 4800
349 W. Georgia St.
and
Ruth Danvers
P.O. Box 4800
349 W. Georgia St.
Vancouver, B.C.

Kenaston International
P.O. Box 80400
6025 Sussex St.
and
K.J. Willard
P.O. Box 80400
6025 Sussex St.
Burnaby, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.

—Judicial Officer, 6–19–86.

UNITED STATES POSTAL SERVICE
SERVICE STANDARDS
(ZIP CODED MAIL ONLY)

3/1/86

	OVERNIGHT	OVERNIGHT REQUIREMENTS	2nd DAY	3rd DAY	4th DAY	5th DAY	6th DAY	7th DAY	8th DAY	9th DAY	10th DAY
EXPRESS MAIL NEXT DAY SERVICE	OVERNIGHT (SEE DIRECTORY) NATIONWIDE										
FIRST CLASS	LOCALLY DESIGNATED CITIES AND SCF's	UP TO AND INCLUDING 5:00 P.M. COLLECTIONS	LOCALLY DESIGNATED STATES	REMAINING OUTLYING AREAS							
PRIORITY MAIL	DESIGNATED CITIES	STATED AT MAILING POST OFFICE	NATIONWIDE								
SURFACE PREFER-ENTIAL*	UP TO 150 MILES	5:00 P.M. MAILINGS	300 MILES Zone 3	600 MILES Zone 4	1,000 MILES Zone 5	1,400 MILES Zone 6	1,800 MILES Zone 7	OVER 1,800 MILES Zone 8			
BULK BUSINESS MAIL**	AS DEVELOPED LOCALLY		INTRA-SCF (for 5:00 P.M. CARRIER PRESORTED MAILINGS)	DESIGNATED SCF's AND NON-PRESORTED INTRA-SCF	UP TO 150 MILES Zone 2	300 MILES Zone 3	600 MILES Zone 4	1,000 MILES Zone 5	1,400 MILES Zone 6	1,800 MILES Zone 7	OVER 1,800 MILES Zone 8
PARCEL POST	SEE SEPARATE STANDARDS ISSUED FOR EACH BULK MAIL CENTER.										

*Includes 2nd class.
**Includes 3rd & 4th Classes (except parcel post).

Notice 36, *Labeling Bundled Mail* is now being printed. Please post this Service Standard chart on all official bulletin boards and use it until the revised Notice 36 is received. Encourage employees to make additional copies of the chart for posting in work areas.

Publication 65, the 1986 *Zip Code Directory*, also contains the revised Service Standard chart on page 2257.

The Service Standard chart has been updated to reflect:

a. Express Mail Service.
b. Surface preferential mail service for all second-class mail.
c. Bulk business mail as the term to designate third- and fourth-class mail (except parcel post).
d. The removal of the plant loaded reference. Plant loaded mail procedures will soon be published and incorporated into the DOMESTIC MAIL MANUAL.

These revisions require no new operating changes on the part of postal managers, since the Service Standard chart reflects current operations, up-to-date Postal Service policies and goals for service achievement by class of mail. To achieve these goals, each postal employee must be committed to serving our customers the best he or she can. By making every effort to achieve these commitments, we can provide more prompt and reliable service to all of our customers. They deserve no less.

A future POSTAL BULLETIN article will announce when the revised Notice 36 is available.

—Mail Processing Dept., 6–19–86.

PLEASE POST ON OFFICIAL BULLETIN BOARDS

LOCK DOORS AND
WINDOWS AT NIGHT

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21557 article.

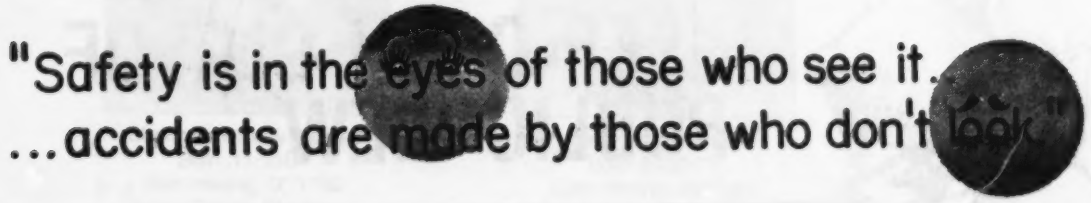
459,203,201 to 3,300
459,219,301 to 9,900
459,831,901 to 2,500
460,008,060 to 8,075
461,137,601 to 7,900
461,170,981 to 1,000
461,304,906 to 5,100
461,393,102 to 3,400
461,757,001 to 7,500
461,882,656 to 3,200
462,378,501 to 8,600
463,196,321 to 6,340
463,221,045 to 1,200
463,312,700 to 2,800
463,792,231 to 2,300
465,721,001 to 1,200
466,469,490 to 9,500
467,078,146 to 8,400
467,224,173 to 4,200
467,229,732 to 9,800
467,245,501 to 6,000
467,246,033 to 6,100
468,399,981 thru 468,400,000
469,281,701 to 1,800
469,899,682 to 9,720
470,922,901 to 3,300
472,349,101 to 9,600
472,395,284 to 5,400
474,094,501 to 4,800
474,155,876 to 5,900
475,972,101 to 2,160
475,977,186 to 7,240
476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
488,553,870 to 4,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
509,073,646 to 5,100
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
513,795,458 to 5,500
528,910,726 to 0,900
515,697,926 to 7,929
515,790,190 to 0,230
515,892,011 to 020
516,649,101 to 9,200
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
521,995,972 to 996,008
523,727,009 to 100
525,483,962 to 4,000
525,774,402 to 4,600
526,389,501 to 9,600

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/city	Names covered	Product
NY, Buffalo 14216–2806	Directory Data Processing Center, 1552 Hertel Avenue, Suite 113.	Solicitations for the order of goods or services that could reasonably be construed as a bill, invoice or statement of account due.

—Judicial Officer, 6–19–86.



DMM Revision

Hardship Delivery

Effective June 7, 1986, DOMESTIC MAIL MANUAL (DMM) 155.262 is revised to provide for managerial changes as required by the reorganization.

The DMM is revised as follows:

155 City Delivery

* * * * *

155.2 Delivery Policy—Establishment and Extensions

* * * * *

.26 Exceptions

* * * * *

.262 Hardship Cases

* * * * *

b. If the local postmaster determines to deny a request, the request must be sent to the Management Sectional Center (MSC) for review. If the MSC concurs with the denial, the case must be forwarded to the Field Divisional office where the final decision will be made by the Field Division General Manager/Postmaster. (The remainder of 155.262 is unchanged).

This change will be incorporated into a future revision to the DMM.

—Delivery Services Dept., 6–19–86.

Address Correction Service

Several mailers of Second Class publications have notified the Postal Service that address correction service is being improperly provided. Addressing errors such as incorrect or missing ZIP Codes, misspelled parts of the address, incorrect route designations on presorted mail pieces, etc. do not constitute undeliverable conditions. Unless a piece of mail is undeliverable as addressed, the service *must not* be provided. Procedures for proper administration of address correction service are found in Section 159.3 of the DOMESTIC MAIL MANUAL.

—Delivery Services Dept., 6–19–86.

Handbook MS–56, *Fire Prevention and Control*

MS–56, *Fire Prevention and Control* January 1986 edition, formerly *Fire Extinguishing Equipment,* is now available from area supply centers. The revised MS–56 explains, in general detail, fire prevention and control for postal facilities.

The handbook contains information for emergency/disaster planning; equipment selection, testing and maintenance; and general fire information.

Copies may be requisitioned using Form 7380, *Supply Center Requisition.* All copies of the original issue of MS–56, dated 1975, TL1, are obsolete and should be discarded.

Send comments or recommendations regarding the MS–56 to the Field Director, Maintenance Technical Support Center, Post Office Box 1600, Norman, Oklahoma 73070–6708 or to the Safety Management Division, 475 L'Enfant Plaza SW., Room 9301, Washington, DC 20260–4231.

—Employee Relations Dept., 6–19–86.

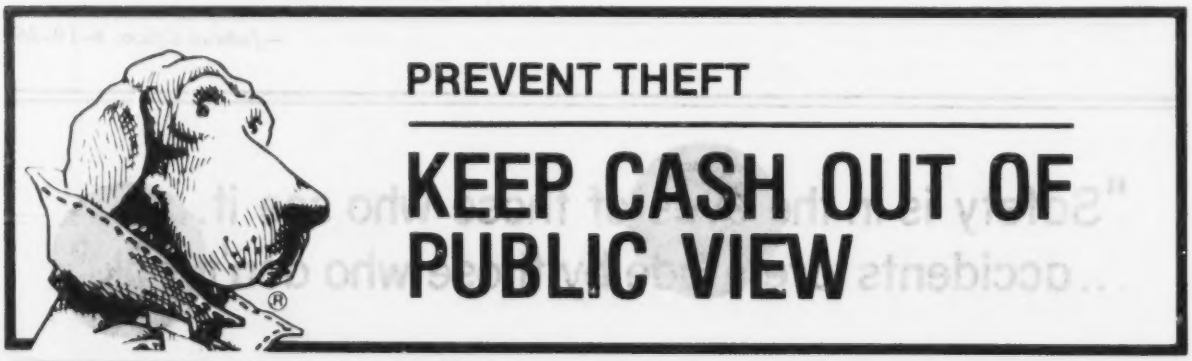
Reminder

Personal Property Accountability

The current Postal Service realignment of operations and functions may affect postal installation accountability for capital property. All capital property transfers from one installation to another as a result of the realignment must be accompanied by Form 7340, *Shipping Instruction for Excess Property.* All capital property disposed of as a result of the realignment must be accompained by Form 969, *Disposal of Personal Property.*

If necessary, installations may contact the St. Louis Postal Data Center Property Section for a current listing of capital property. Refer to Handbook AS 701, *Supply Management,* for detailed procedures on transferring and disposing of property accountability.

—Dept. of the Controller, 6–19–86.



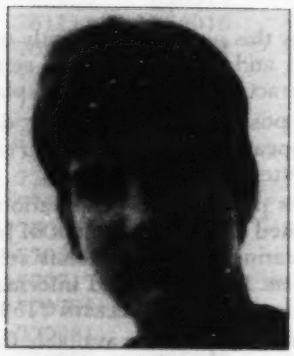
JUNE 1986

Have you seen any of these children?

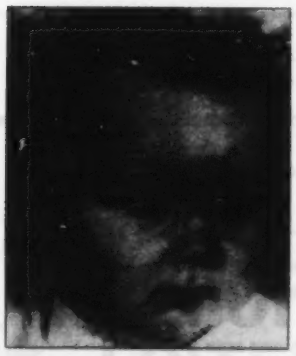
Sarah E. Pryor
Born: 01/13/76
Date missing: 10/09/85
From: Wayland, Massachusetts

Reagan Uden
Born: 05/25/70
Date missing: 09/12/80
From: Lander, Wyoming

Sherry Lynn Marler
Born: 08/16/71
Date missing: 06/06/84
From: Greenville, Alabama



Stefan Neil Schackow
Born: 11/27/70
Date missing: 02/15/86
From: Colonie Town, New York



Shannon Patrick Ketron
Born: 11/10/81
Date missing: 06/17/82
From: Cordell, Oklahoma

Kelly Jean Harris
Born: 04/29/71
Date missing: 08/11/84
From: Jackson, Michigan

Please Call the National Center for Missing and Exploited Children—
HOT LINE 1–800–843–5678

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations and branches. Please remove and discard previous versions. At their option, operators of contract postal units may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service *only* through periodic issues of the POSTAL BULLETIN.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21570** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

011010	101786	322368	336616	489029	641523	782199	913392	951189
011018	101802	323045	336624	489200	672143	782208	917480	954076
014310	109002	323047	336630	500010	701437	782240	917553	954212
018114	112001	324390	337038	520023	705002	782251	917556	958131
019030	112004	328104	337080	537024	706078	797132	917562	958139
019037	112143	328154	337514	537057	711218	800069	921321	958154
021016	112197	331328	339301	551133	731220	802450	921344	960016
021064	113083	331555	372195	554221	731241	802471	921416	968195
021147	114107	331573	374077	600372	741273	809033	924071	968203
021188	117204	331623	374102	601012	741412	837053	924077	981134
021321	117259	331700	392120	601083	741421	837060	924103	981293
021360	142146	333252	393042	601230	750090	841003	924111	981353
021401	146215	333349	402003	601379	752194	841024	926638	981401
021449	165032	333367	402143	601406	760246	846013	926658	981478
021491	181020	333708	405072	601651	760265	850009	926722	981481
021500	198036	333726	405075	602015	760280	850329	926731	981510
021501	200381	333740	415002	605503	761111	856016	926738	981511
025005	200392	334001	420006	607263	762006	882074	926742	981525
031012	200426	334028	430008	607488	770037	891104	926777	981559
031014	223053	334049	452267	612021	770072	891223	926825	981571
038080	235110	335022	452303	616035	770219	901037	926845	981573
066045	282125	335030	452328	616036	770343	901060	927022	981611
069219	282187	335034	452333	616037	770401	901118	931008	989019
069241	282193	335037	452339	616038	770544	901234	931817	989039
069251	283093	335166	454094	616039	770601	901391	931818	992157
071463	283096	335176	460006	616040	770632	901455	931830	995230
078003	283111	335189	462211	625002	770717	902437	931879	997087
080016	283124	335246	462213	626029	770783	902451	945251	997088
080112	292146	335566	462215	631185	770831	902452	945271	997089
085006	303624	336042	464010	631291	770870	907238	945285	997090
101162	303634	336043	464065	631329	770882	907252	945294	997120
101433	303637	336049	477013	641073	773050	910210	945304	
101516	314536	336077	478008	641272	781007	913300	951143	

—Marketing Dept., 6–19–86.

REPORT SUSPICIOUS
LITTERERS TO POLICE

Copyright material has been
deleted, not available for
Microfiche Edition.

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. **Missing Issues.** To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. b. **Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition,* to the Eastern Area Supply Center, Somerville, NJ 08877-9991. c. **Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 d. **Address Changes.** Same as 1-c.	a. **Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 b. **Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. c. **Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. d. **Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21572

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

PB 21572—June 26, 1986—20 Pages

NEWARK PUBLIC LIBRARY
JUL 16 1986
U.S. GOVT. PUBS.
DEPOSITORY 376

Migratory Waterfowl Survey—"Duck" Stamps

The Postal Service is again helping the Fish and Wildlife Service, Department of the Interior, conduct a survey to measure the harvest of migratory waterfowl during the coming hunting season. Since only certain post offices, stations and branches will participate in the survey, postmasters will be notified of the units selected.

Sufficient materials to meet expected sales will be sent directly to the selected units. However, only designated units should distribute the *Survey Contact Cards.* Each selected unit will be sent an individual parcel containing the following:

1. Form 3-1823, *Survey Contact Cards* (hunter address card).
2. Instructions for issuing the cards.
3. Acknowledgement Form M.S. No. 7.

Managers: Inform employees of survey instructions and acknowledge receipt of the cards on Form M.S. No. 7.

Window Clerks:

1. Give a *Survey Contact Card* to all purchasers (including collectors and non-hunters) of Migratory Bird Hunting and Conservation ("duck") Stamps at the time of purchase.

2. Ask the customer to fill in the address portion and return the card to you for mailing.

3. If customers are purchasing stamps for other hunters, give them a *Survey Contact Card* for each stamp and ask them to request the eventual stamp recipient to fill in, detach and mail the business reply portion of the card without delay. However, give stamp collectors only one card.

Customer participation is voluntary but essential to the survey's success. The customer detaches and keeps the stub (hunting diary) portion of the card to record daily hunting activity. This information will be copied onto a questionnaire which will be mailed to the customer at the end of the hunting season.

The cooperation of all postmasters, managers and window personnel involved with this survey is appreciated.—*Delivery Services Dept., 6-26-86.*

Submit bulk stamp requisitions within prescribed ordering cycle. Out-of-cycle requisitions increase processing costs.

French Statue of Liberty Postal Cards—Item Nos. 211 and 211C

In connection with the Statue of Liberty centennial celebration, France is issuing a Statue of Liberty postal card. The U.S. Postal Service will sell this French postal card in both mint and canceled form at 135 selected Philatelic Centers and by mail order from the Philatelic Sales Division, Washington, DC 20265-9998. Both the mint and canceled cards will cost 50 cents each, and they will be available for sale from July 4 through December 31, 1986.

Each of the 135 selected Philatelic Centers will receive 100 of the mint cards (**Item 211**) and 200 each of the canceled cards (**Item 211C**). Backup stock also will be available at each Regional Accountable Paper Depository. Any differences in the quantity of the cards reflected on the Advice of Shipment and the actual quantities received should be reported as outlined in *Financial Handbook for Post Offices,* F-1, Section 527.3. All sales of the French cards are to be reported in AIC 092, Philatelic Product Sales on the Daily Form 1412-A.

As previously stated, these cards will be sold at selected Philatelic Centers and by mail order only through December 31, 1986. Immediately after that date, all unsold cards are to be handled according to *Financial Handbook for Post Offices,* F-1, Section 553.—*Marketing Dept., 6-26-86.*

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P1.3:

Statue of Liberty Joint Issue Folder—Item 803

In celebration of the 100th anniversary of the Statue of Liberty, the United States and France will jointly issue and sell a philatelic folder. Priced at $3.50, the folder will contain a mint block of four United States and four French Statue of Liberty commemorative stamps which are being issued jointly in New York City and in Paris on July 4, 1986. The folder also will contain explanatory text written in both French and English.

The folder will go on sale July 4 in New York City, and will be available nationwide on July 5 at post offices normally selling philatelic products, and by mail order from the Philatelic Sales Division, Washington, DC 20260–9997. It will remain on sale until December 31, 1986, unless supplies are exhausted before that date.

The folders, complete with stamps and mounts, have been shipped to each Stamp Distribution Office (SDO). SDOs should report any differences in quantities reflected on the Advice of Shipment and the actual quantities received as outlined in Handbook F–1, *Financial Handbook for Post Offices,* Section 527.3.

After December 31, 1987, all unsold folders are to be handled according to *Financial Handbook for Post Offices, F–1,* Section 553. In addition, SDOs should prepare a brief memorandum stating the quantity of folders sold. This memorandum should be sent by January 15, 1987, to: United States/France Joint Issue Folder, Philatelic Marketing Division, Room 5630, U.S. Postal Service, 475 L'Enfant Plaza, SW., Washington, DC 20260–6355. A completed copy of the destruction certificate (Form 3238) should be forwarded with the memorandum for any unsold folders which were destroyed.

Note: Individual mint French stamps will be available for sale at post offices only at New York City on July 4, 1986. After that date, the mint French stamps can be obtained at postal facilities only through the purchase of **Item 803.** However, customers may purchase these mint French stamps from Unicover, 1 Unicover Center, Cheyenne, Wyoming 82008–0001, which is the French Postal Administration's agent for the United States.—*Marketing Dept., 6–26–86.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 165

Keep all foreign order notices for use as reference.

A tentative *False Representation Order* has been issued against the following:

Tribune Publishing Corporation
T.S.T.P.O. Box 91441
Kowloon, Hong Kong

A tentative *Lottery Order* has been issued against the following:

Bastion Services
P.O. Box 2680
349 W. Georgia Street
and
Edith Chapin
P.O. Box 2680
349 W. Georgia Street
Vancouver, B.C.

Westbury International
P.O. Box 4800
349 W. Georgia St.
and
Patrick Dorand
P.O. Box 4800
349 W. Georgia St.
Vancouver, B.C.

Rainbow Services
65 East Mall
and
William Charles II
65 East Mall
Toronto, Ontario

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 6–26–86.*

BUY U.S. SAVINGS BONDS, STAR-SPANGLED SAVINGS PLAN FOR ALL AMERICANS

DMM Revision

COMMINGLING THIRD-CLASS MIXED LEVEL RATE MAILINGS ON PALLETS

Following successful testing, the DOMESTIC MAIL MANUAL (DMM) is being amended, effective immediately, to generally permit qualifying mailers to commingle third-class mail prepared for different rate levels (basic, five-digit and carrier route) on the same pallet. This regulation sets forth the requirements which mailers must meet and specifies that the Rates and Classification Center in the region where the mailings will be entered will be responsible for authorizing commingling. Authorized mailers will be required to provide all required computer-generated documentation at the time an application for commingling is submitted to the Rates and Classification Center. Postal procedures for verifying third-class mixed level rate mailings on pallets can be obtained from the Rates and Classification Center and will be published in a future revision to handbook DM–102, *Bulk Mail Acceptance.*

Effectively immediately, the DMM is revised to add a new section 667.66 to read as follows:

* * * * *

Chapter 6—Third-Class Mail

* * * * *

667 Preparation of Bulk Rate Mailings

* * * * *

667.6 Packages and Bundles Presented on Pallets

* * * * *

.66 Commingling Mixed Level Rate Mailings on Pallets.

.661 General. The following procedures and requirements apply to mailers who want to present packages of third-class mail which are subject to more than one presort level rate—basic, 5-digit, or carrier route, on the same pallet.

.662 Eligibility Requirements. The following prerequisites must be met prior to a mailer receiving an authorization to commingle third-class mixed level rate mailings on pallets:

a. The mailer must be an authorized plant load mailer with a detached mail unit located at the mailer's plant.

b. The mailer must be authorized to palletize each specific type of mailing in accordance with 667.6.

Exception: A mailer that cannot meet the minimum palletization requirements without commingling mixed level rate mailings MAY still qualify under b, provided:

(1) The mailing will meet minimum pallet requirements with a commingling authorization.

(2) The mailer applies for and receives authorization to palletize after commingling has been authorized.

(3) A copy of the authorization to palletize is provided to the post office where the mailings will be entered.

(4) No mailings will be prepared or submitted under the commingling procedures until the authorizations for commingling and palletization have been granted.

.663 Request for Authorization. Mailers must submit requests in writing to the Rates and Classification Center in the region where the mailings will be entered at least 30 days prior to the desired date of mailing. Requests must contain the following information:

a. Name of mailer preparing the mailing.
b. Plant location.
c. Name of product, publication or mail piece.
d. Name of owner of mail.
e. Permit Number to be used on mailings.
f. Anticipated date of first mailing when authorized.
g. A copy of Form 3815, *Plant Load Authorization.*
h. A copy of the authorization to palletize
i. A sample of the required computer-generated pallet listings.

Note: A separate request must be submitted for each different mail product which will be prepared under these procedures. Authorizations will NOT be granted to a mailer or mailer's plant for all third-class mailings prepared. Each authorization is only for a specific mail product. However, if the documentation for more than one product will be derived from the same computer software program, more than one request may be submitted on one application provided the name of each mail product is listed on the application.

.664 Termination of Authorization. Each authorization expires one year from the date of the authorization. A new request must be submitted if a renewal of the authorization is desired. *EXCEPTION:* An authorization may be cancelled at any time by the mailer; the U.S. Postal Service may cancel upon a finding that the mailer is unable to comply with any of the requirements of this section.

.665 Preparation Requirements.

a. Summary of Listings. The mailer is required to provide at the time of mailing a computerized listing in ZIP Code sequence for each pallet prepared. Each listing must be numbered identically as the corresponding pallet for which it was prepared and must show the following information:

(1) The number of pieces to each carrier route within each 5-digit ZIP Code.

(2) The number of pieces which qualify for the 5-digit presort level rate for each 5-digit ZIP Code.

(3) The number of pieces mailed at the basic rate for each 3-digit ZIP Code prefix.

(4) A summary listing of the total number of pieces qualifying for each rate category contained on each pallet.

(5) A summary listing of the total number of pieces qualifying for each rate category within each mailing or mailing segment.

(6) The name of the mailer, mailer's location, the owner of the mail, the mailing segment and the entry post office.

Note: The mailer must retain, for possible postal inspection, an additional copy of the individual detailed summary listings up to 90 days after the mailing is dispatched.

b. Carrier Route Endorsement. The endorsement "Carrier Route Presort" or its authorized abbreviation "CAR–RT SORT" may only be printed on pieces which qualify for the carrier route presort level rate. The mailer may, however, print carrier route information (CRO1, for example) on each piece in the mailing.

c. Pallet Preparation.

(1) Labeling. The pallet label and the corresponding computer-generated listing must be identically numbered so they may be identified and used for presort and postage verification. This number must be placed in the lower right hand corner of the pallet label in a print size which can be easily recognized.

(2) Preparation.

(a) In order to facilitate postal verification, the mailer must, at the time of mailing, indicate to postal employees how packages and bundles are placed on the pallets. For example, are all carrier route packages for all ZIP Code destinations placed on the pallet, followed by all 5-digit packages, 3-digit packages, etc. OR, are carrier route and 5-digit packages for a 5-digit ZIP Code destination placed on the pallet followed by carrier route and 5-digit packages for the next 5-digit ZIP Code destination placed on the pallet, etc.

(b) The mailer must shrink-wrap, stretch wrap or otherwise secure mail to pallets after mail on the pallets has been verified by Postal Service employees.

(c) When top caps are used on pallets which weigh less than 1000 pounds, the mailer must write the top cap's tare weight on the pallet label or in another prominent location.

d. Nonidentical Weight Mail. Nonidentical weight pieces may only be included in a commingled mailing if the mailing is prepared under an optional procedure authorization or if correct postage is affixed to each nonidentical weight piece.

.666 Postal Verification. Upon request, the mailer must pull designated pallets for postal verification for each mailing or mailing segment. ONLY Postal Service employees will select pallets for verification.

This change will be incorporated into a future revision to the DMM.

—Rates & Classification Dept., 6–26–86.

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
CA, Van Nuys 91406–4713	Nutrimarketing, 6835 Valjean Avenue	The sale of the product Dream Away.
CA, Burbank 91507–1313	Dream Away, P.O. Box 1313	The sale of the product Dream Away.
GA, Atlanta 30357–0500	Dream Away, P.O. Box 7500	The sale of the product Dream Away.
CT, Stamford 06904–1020	Dream Away, P.O. Box 1020	The sale of the product Dream Away.
IL, Arlington Heights 60006–0519.	Card Credit Corporation, P.O. Box 519	The offering of credit cards.
IL, Addison 60101–0059	United Sales, P.O. Box 59	The sale of envelope stuffing and work at home programs.

—Judicial Officer, 6–26–86.

Notice to Driver: Drive Courteously; Observe Traffic Regulations; Protect Children

AUTOMATIC COLA ROLL-IN FOR CERTAIN BARGAINING UNIT NURSES

In accordance with the provisions of the 1983–1986 Contract Agreement between the United States Postal Service and the National Postal Professional Nurses affiliated with Mail Handlers Division of the Laborer's International Union of North America, AFL–CIO, effective June 7, 1986, the COLA received under the 1980 contract will be automatically rolled in to the basic pay of the employees who either did not elect to have the COLA rolled in or who were not eligible to have it rolled in effective February 4, 1984.

The amount of the COLA is $3,931 with a proportional amount for part-time employees. The COLA will be subject to a seven percent deduction for retirement. There will also be an additional deduction for life insurance premiums for employees who have elected Option B under the Federal Employees Group Life Insurance (FEGLI) Plan. The withholdings will be reflected in the checks received for Pay Period 13, 1986. This automatic COLA roll-in is not to be confused with the COLA roll-in option of the 1986 USPS–NPPN Labor Agreement.

Under the 1986 contract, eligible nurses have until June 22, 1986, to exercise their COLA roll-in option and have the COLA granted under the 1983 contract rolled in to their basic pay which is also effective June 7, 1986, but will be implemented July 25, 1986.

POST ON ALL BULLETIN BOARDS

POM Revision

DELIVERY SERVICES

Effective June 7, 1986, POSTAL OPERATIONS MANUAL (POM) Chapter 6, Delivery Services, is revised to provide for managerial changes as required by the reorganization.

The POM revisions are as follows:

610 City Delivery Service

611 Establishment, Extensions and Conversions

611.1 Requirements for Delivery Service

.11 Establishment. In this part "establishment" refers to the initiation of city delivery service in a community which currently does not receive it. In establishing city delivery service, a combination of delivery methods should be considered to provide adequate service to all residential and business sections of a community. All establishments of delivery service must have final approval of the Field Division General Manager/Postmaster or his designee.

(The remainder of this section is unchanged.)

.12 Extensions

* * * * *

.123 Extension Procedures. Extend service promptly to all new territory meeting the requirements and immediately notify the designated field division or sectional center office, submitting Form 697, *Extension of City Delivery Service.* Prior approval is required only when:

a. The new territory conflicts with the area served by another post office.

b. Adjustment of a rural delivery route is involved.

When any of the conditions in a or b exist, make application by letter to the designated field division or sectional center office. State facts and attach completed Form 697, in duplicate, a complete set of revised description of the route on Form 4003, *Official Rural Route Description,* and sketch showing proposed change.

.124 New Routes and Positions. New regular delivery routes and positions must be authorized by the designated field division or sectional center office. Postmasters at delivery offices may establish city auxiliary routes, incident to extensions of new service as provided in 611.123. New auxiliary routes required, due to route adjustments, must be approved in advance by the designated field division or sectional center office.

* * * * *

611.2 Delivery Policy—Establishment and Extensions

* * * * *

.22 Exceptions

.221 Fill-In. New homes built within a block of existing homes will receive the same type of service as the older homes. When new housing replaces more than one block in a city delivery area, delivery methods will comply with extension procedures (611.123).

.222 Hardship Cases

a. Changes in the type of delivery authorized for an area will be considered where service by existing methods would impose an extreme physical hardship on an individual customer. Any request for a change in delivery methods must be submitted in writing. Approval of these requests should be based upon humanitarian and not economic criteria. Each request for a change in delivery service should be evaluated on the basis of the customer's needs; a request should not be denied solely because of increased operational costs or because a family member or other party may be available to receive mail for the customer.

b. If the local postmaster determines to deny a request, the request must be sent to the Management Sectional Center (MSC) for review. If the MSC concurs with the denial, the case must be forwarded to the field divisional office where the final decision will be made by the Field Division General Manager/Postmaster.

c. If a customer no longer requires a variation in the type of delivery service, mail service will be restored to the mode of delivery currently in effect in the area.

.223 Local Ordinances. If a customer chooses not to erect a curbside box because of a local, city, county, or state ordinance prohibiting the institution of mailboxes at the curb, the delivery options in establishments and extensions are:

a. Central delivery service may be provided at one or more central points in a residential housing development, community or area, if:

(*1*) The local postal managers approve the mailbox sites and equipment.

(*2*) There is a minimum of two mailboxes erected at each mailbox site (there is no maximum limit).

(*3*) The customers are not required to travel an unreasonable distance to obtain their mail.

b. Post office box or general delivery service may be provided at the nearest postal facility where carrier delivery emanates.

611.3 Conversions

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.32 Rural Delivery to Other Delivery Service.

.321 As a general rule, conversions from rural to city delivery shall be considered only to:

a. Provide relief for overburdened rural routes when all other alternatives are impractical.

b. Establish clear cut boundaries between rural and city delivery territory and eliminate overlapping and commingling of service.

c. Provide adequate service to highly industrial areas or apartment house complexes on rural routes.

d. Provide service to areas where city delivery service will be more cost effective. Divisional review is required when cost is the basis for conversion.

* * * * *

.323 Evaluate data submitted on Form 3993, *Delivery Services Comparative Cost Analysis,* in reaching a decision.

.324 Check Form 4003 against map.

.325 Determine whether area is contiguous to existing delivery service. The fact that a given area is fully developed and adjacent to other delivery service does not, of itself, constitute sufficient justification for conversion.

.326 Any change in the rural route as a result of conversion must be approved by the Field Division General Manager/Postmaster or his designee.

611.4 Requests for Delivery Service. Requests or petitions to establish, change or extend delivery service must be made to the local postmaster. No formal petition is required. Postmasters will forward requests or petitions to establish service to the postal official designated by the divisional office with a statement indicating whether the requirements in 611.1 are met.

* * * * *

612 Delivery Schedules and Trip Frequencies

612.1 Schedules

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.13 Third-Class. Deliver not later than second delivery day after day of receipt (day of receipt to begin at 12 Midnight unless Field Division General Manager/Postmaster approves different time). Deliver mail received on Saturday, no later than Tuesday. Deliver circulars received on a day preceding a holiday no later than the second delivery day following the holiday.

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612.2 Trip Frequencies

.21 Letter Routes. Frequency schedules or changes must be approved by the Field Division General Manager/Postmaster.

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613.4 Withdrawal of Delivery Service

* * * * *

.46 Labor Strikes

.461 Where a labor strike is in progress, continue the same service as that which was in effect prior to strike. No requests for changes in mail service other than special orders will be complied with while the strike is in progress. If a request is received to have mail, normally received through a post office box or at a firm call window, delivered to a plant, advise that the request will not be honored until after the strike is over.

* * * * *

614 Parcel Post

614.1 Sack Routing System. Use the sack routing system (clerks distributing parcels into sacks arranged in sequence of delivery according to street addresses) only where authorized by the Field Division General Manager/Postmaster.

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Delete 617.3 (617.31 and 617.32).
Renumber 617.4 as 617.3.

617.3 Markup Systems

.31 Semi-Mechanical. The mail forwarding function is concentrated at a central point to permit use of machine printed information. Utilize a small printing machine and stencils for preparing pressure sensitive labels for processing mail undeliverable as addressed. Refer to supervisors manual for installing central markup system and training craft employees.

.32 Computerized. These are computer based systems that provide storage and immediate retrieval of change of address data. Notification to publisher is controlled by the computer and the new address information is printed on pressure sensitive labels or on the mail. Implementation guides for scheduled offices, are provided by the divisional office.

617.4 Local Ordinances and State Laws

Managers are expected to report in a timely manner to the divisional office any contemplated action by local or state authorities to enact or consider enactment of local ordinances or state laws that would adversely affect operating costs or performance of postal service.

622 When to Deliver

* * * * *

622.3 Frequency of Delivery. A maximum of four daily city-wide trips will be made. If unusual conditions exist and postmasters feel additional trips are needed, obtain specific authority from the Field Division General Manager/Postmaster. Fixed schedules will be established to connect major mail receipts to insure that the maximum available specials are delivered on each trip. Establish an additional midmorning trip in the central business sections, if needed. Schedule one of the city-wide trips in the mid or late afternoon to provide delivery of all available specials to firms prior to the normal closing hour. The last city-wide trip should connect with the last major mail receipt; however, messengers should not leave after 9 p.m.

* * * * *

630 Rural Delivery Service

631 Establishment, Extensions and Withdrawal

631.1 Establishment. Rural delivery service may be established at any post office upon approval of the Field Division General Manager/Postmaster, or designee. Postmasters should submit requests or petitions to establish a route to the Management Sectional Center (MSC) as instructed on Form 4027, *Petition for Change in Rural Delivery*. See general criteria for establishment in Part 156.21, DOMESTIC MAIL MANUAL (DMM).

These changes will be incorporated in a future revision to the POM.

—Delivery Services Dept., 6–26–86.

Military Pay Pouches

The U.S. Army Finance and Accounting Center uses an orange nylon pouch which closely resembles our domestic air parcel post (APP) pouch. The military Joint Uniform Military Pay System (JUMPS) pouch can be distinguished from the U.S. Postal Service's pouch by the acronym "JUMPS" which is stenciled on the pouch along with a series of black stripes.

The JUMPS pouch is the property of the U.S. Army and should be labeled and dispatched empty to:

Commander, U.S. Army
Finance & Accounting Center
Attention: FINCP-EAA
Indianapolis, IN 46249-0865

—Mail Processing Dept., 6–26–86.

Posters—"Introducing the New U.S. Postal Service"

In late June, post offices will be receiving two separate mailings of a poster entitled "Introducing the New U.S. Postal Service." A copy of the poster appears on page 13.

Posters for display in LOBBY areas are being sent to all post offices, stations and branches.

Posters for WORKROOM areas are being mailed to all postal facilities with four or more employees.

The posters are to be prominently displayed from time of receipt through August 1986.

Because these posters are being distributed automatically to post offices, they will *not* be stocked in the supply centers.

—Communications Dept., 6–26–86.

The orange and blue pouch is to be used for Express Mail Service only.

DMM Revision

Undeliverable Mail

DOMESTIC MAIL MANUAL (DMM) 159.16, which describes the Computer Forwarding System (CFS) processing objectives, was inadvertently omitted from transmittal letter (TL) 20.

159 Undeliverable Mail

159.1 Mail Undeliverable-As-Addressed

* * * * *

.16 It is the policy of the Postal Service to process all undeliverable as addressed (UAA) mail within 24 hours of receipt at the markup unit. Forms 3579, *Undeliverable 2nd, 3rd, 4th Class Matter,* will be mailed to publishers once each week. No Forms 3579 are to be retained in a forwarding unit more than seven days from receipt of the publication in the CFS site.

This section will be incorporated into the next revision of the DMM.

—Delivery Services Dept., 6–26–86.

J.C. Penney Catalog Mailing

R.R. Donelley of Warsaw, Indiana began shipping J.C. Penney Fall and Winter Catalogs on May 28, 1986, and should complete the shipments during the first week of July 1986. The catalogs, which weigh approximately 4 pounds each, will be entered for delivery at over 1,700 post offices nationwide. Post offices began receiving the catalogs during the second week of June and will continue receiving them through the last week of July.

A major portion of the catalogs will be "Bound Printed Matter" using the detached label addressing method. Label cards presorted by carrier route and details concerning the mailing will arrive at each post office as a separate mailing from J.C. Penney. A card must be left with each catalog at the time of delivery.

After receiving similar mailings, some post offices have taken up to 35 days to deliver all catalogs. This is unacceptable. Postmasters must review the number of catalogs received and schedule delivery within a reasonable time frame.

Postmasters who take more than 10 days to complete delivery must submit a written report to their Field Division General Manager/Postmaster. In the report they must outline the following:

1. The length of time required to deliver all catalogs,
2. The reasons why delivery could not be completed in 10 days, and
3. The corrective action taken to prevent similar delivery failures in the future.

Field Division representatives must monitor the delivery of these catalogs and pay particular attention to this matter during field visits.

—Delivery Services Dept., 6–26–86.

Notice to All Employees

ELECTRONIC FUNDS TRANSFER OF SAVINGS ALLOTMENT/NET CHECK DEPOSITS

The Postal Service, in cooperation with Treasury and the Federal Reserve, will change the method of providing financial organizations with savings allotment/net check deposits. Before year end, we will convert from the existing check transmission system to Electronic Funds Transfer (EFT). The Postal Service will disburse deposits (allotments/net checks) to a designated *CHECKING* or *SAVINGS* account at the financial organization (bank, savings bank, savings and loan association or credit union) of your choice.

EFT deposits are distributed through the Federal Reserve System to the financial organization for credit to your account on payday. A specific EFT requirement is that deposits be made only to a *SAVINGS* or *CHECKING* account bearing the employee's name, and having an individual account number. Multiple deposits (such as insurance premiums) by several employees cannot be made into a single account. Joint accounts bearing the names of the employee and another person (e.g., spouse) are permissible.

Please contact your financial institution to ensure that your account meets these requirements, so that we can continue your allotment/net check payments when we convert to EFT later this year. Additional information will be furnished prior to the national conversion to EFT.—*Dept. of the Controller, 6–26–86.*

POST ON ALL BULLETIN BOARDS

Introducing the new U.S. Postal Service.

There's a new spirit emerging.

You can see it in our responsiveness to your requests, which have led many post offices to offer adjusted hours to meet the needs of your particular community.

You can see it on street corners, with thousands of new Express Mail® service collection boxes waiting for you to deposit your urgent packages for overnight delivery.

You can see it in shorter lines to buy stamps and send letters and packages, thanks to the installation of 25,000 vending machines and your willingness to use them.

You can see it in the increased efficiency in the processing and delivery of your mail, a direct result of your helping us by using apartment numbers and ZIP® Codes.

You can see it in our fleet of modern delivery vans, carrying your mail to you.

You can see it in the design and construction of our new post offices, which make it more convenient and more pleasant for you to do business with us.

You can see it in the creation of 74 new divisions, which bring our operational decisions closer to you and your needs.

You can see it in the confident smiles, courtesy and helpfulness of postal workers providing service throughout America.

There is an exciting new spirit at the new U.S. Postal Service.
And it's catching.

The new Postal Service. We're changing.

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21557 article.

459,203,201 to 3,300
459,219,301 to 9,900
459,831,901 to 2,500
460,008,060 to 8,075
461,137,601 to 7,900
461,170,981 to 1,000
461,304,906 to 5,100
461,393,102 to 3,400
461,757,001 to 7,500
461,882,656 to 3,200
462,378,501 to 8,600
463,196,321 to 6,340
463,221,045 to 1,200
463,312,700 to 2,800
463,792,231 to 2,300
465,721,001 to 1,200
466,469,490 to 9,500
467,078,146 to 8,400
467,224,173 to 4,200
467,229,732 to 9,800
467,245,501 to 6,000
467,246,033 to 6,100
468,399,981 thru 468,400,000
469,281,701 to 1,800
469,899,682 to 9,720
470,922,901 to 3,300
472,349,101 to 9,600
472,395,284 to 5,400
474,094,501 to 4,800
474,155,876 to 5,900
475,972,101 to 2,160
475,977,186 to 7,240
476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
488,553,870 to 4,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
509,073,646 to 5,100
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
513,795,458 to 5,500
528,910,726 to 0,900
515,697,926 to 7,929
515,790,190 to 0,230
515,892,011 to 020
516,649,101 to 9,200
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
520,736,961 to 7,000
521,995,972 to 996,008
523,727,009 to 100
525,483,962 to 4,000
525,774,402 to 4,600
526,389,501 to 9,600
539,989,721 to 9,800

ABSENTEE BALLOTING MATERIALS

★ MUST NOT BE DETAINED OR TREATED AS UNPAID MAIL ★

SEE 137.5, DMM

POM Revision

POLITICAL MAILINGS

The POSTAL OPERATIONS MANUAL (POM) contains the guidelines that pertain to the processing of political mailings. POM 454 is reprinted below. Please note certain sections have been revised to reflect changes in the field management structure caused by the realignment. These changes affect the responsibilities of managers concerning political mailings. The POM is revised as follows:

454 Political Campaign Mail

454.1 Introduction

.11 The role of the Postal Service in providing service to political candidates and organizations is to insure that political campaign mailings are processed properly, delivered with equitable care and attention and that proper records are maintained.

.12 The American electorate votes on numerous local offices and issues. They cast ballots every four years for President, every two years for one third of the U.S. Senators and all U.S. Representatives and frequently for gubernatorial and other state elected offices.

.13 During the period preceding local, state, and national primaries and general elections, the Postal Service accepts and delivers many political campaign mailings, frequently in large quantities. These mailings are made up by individual candidates as well as by local, state, and national campaign organizations.

.14 Section 3626 of Title 39, United States Code, as amended, by Public Law 95–593, permits bulk third-class matter to be mailed by a "qualified political committee" at the special bulk third-class rates as prescribed for qualified nonprofit organizations (see Part 623 of the DOMESTIC MAIL MANUAL (DMM)). Also see 454.2 for a definition of "qualified political committee," and 454.5 for a discussion of eligibility for the special bulk third-class rates as a qualified political committee.

454.2 Definitions

.21 Political Campaign Mailings. Any material accepted for mailing at first- or third-class postage rates which is addressed to individual homes or businesses and mailed by a registered political candidate or party is classified as a political campaign mailing. This type of mailing normally uses a political campaign office as the return address.

.22 Registered Political Candidate or Party. An individual or organization which is recognized as such by the appropriate governmental election control authority is considered a registered political candidate or party.

.23 Qualified Political Committee. Section 3626(e)(2), Title 39, U.S.C., as amended, defines a qualified political committee for the purpose of eligibility for special bulk third-class rates as:

a. The term 'qualified political committee' means a national or State committee of a political party, the Republican and Democratic Senatorial Campaign Committees, and the Democratic National Congressional Committee, and the National Republican Congressional Committee.

b. The term 'national committee' means the organization which, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of such political party at the national level.

c. The term 'State committee' means the organization which, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of such political party at the State level.

d. See 454.5 for a discussion of eligibility for the special bulk third-class rates as a qualified political committee.

454.3 Postal Service Responsibilities

.31 General. Experience has demonstrated clearly that if all mailers of political material are fully informed of postal requirements—and assured of equal and proper handling of their mailings to bring about prompt delivery of campaign material in time for the elections—there will be no cause for criticism.

.32 Identifying Campaign Mailings. To identify campaign mailings while in the mail processing flow, Tag 57, *Political Campaign Mailing* (March 1977 edition), is available in area supply centers. This reusable tag should be used to identify sacked mail, and may be placed vertically in front of trayed mail.

.33 Regional Postmasters General. Each Regional Postmaster General will designate a field division Director of Marketing and Communications or, in states without field divisions, an MSC Director of Customer Services with the state-wide responsibility for proper liaison with all candidates and election committees.

.34 Campaign Mailing Liaison Officer Responsibilities

.341 General. Liaison officers are responsible for providing candidates with information on:

a. Rates.

b. Preparation, make-up and handling of mailings, including an explanation of endorsements such as "return postage guaranteed" and "address correction requested."

c. Availability of mailing supplies and equipment.

d. Business reply mail.

e. Disposition of undeliverable pieces.

.342 Candidate Contacts. To identify all political candidates and/or their election committees,

designated liaison officers will insure that proper contact is made as follows:

a. Presidential Candidates. Contact state campaign headquarters. Determine location(s) of mailings and notify appropriate field division Directors of Marketing and Communications or MSC Directors of Customer Services for necessary follow-up.

b. Congressional Candidates. Identify and contact all candidates for election to the Senate and House of Representatives and/or their principal campaign offices.

Note: Where Congressional districts overlap USPS field division boundaries, involved liaison officers will coordinate their required activities, and provide for necessary follow-up by field division Directors of Marketing and Communications, MSC Directors of Customer Services, and post office customer services personnel in areas where political mailings will originate.

c. State-Wide Candidates. In state-wide elections, identify gubernatorial and other state-wide candidates and contact their principal campaign office. Determine locations of mailing and notify appropriate field division Directors of Marketing and Communications or MSC Directors of Customer Services for necessary follow-up.

d. Local Candidates. Coordinate efforts within each feld division to identify all candidates and/or election committees in those areas holding local elections for legislative, city, municipal, township, borough, county, parish, etc., offices. Notify appropriate field division Directors of Marketing and Communications or MSC Directors of Customer Services for necessary follow-up.

.35 Documenting Delays and Complaints. Political campaign mail addressed to or originating with the various candidates and campaign organizations requires the same care and diligence in handling. Immediate attention must be given to any reported delay in processing such mail, and all such inquiries and subsequent action taken must be fully documented (see 454.4).

.36 Answering Requests

.361 Requests for information from Postal Service records concerning political campaign mailings should be answered as provided in regulations implementing the Freedom of Information Act (See subchapter 352 of the ADMINISTRATIVE SUPPORT MANUAL (ASM).) For example:

a. The name and address of the holder of a bulk mail permit, permit imprint, or postage meter permit, and the mail volumes shown on Form 3602, *Statement of Mailing With Permit Imprints,* may be disclosed, but amounts of trust fund accounts or meter settings must not be disclosed.

b. Information which is not regularly compiled for Postal Service use should not be compiled in response to requests.

.362 If uncertain as to the disclosure of information concerning political mailings, the Regional Counsel should be consulted.

.363 Any surreptitious attempts to obtain information, not properly subject to disclosure, concerning political or other mailings should be promptly reported to the Postal Inspection Service.

454.4 Record Keeping

.41 General. Detailed records provide the basis for a documented and factual explanation of any complaints received alleging improper handling of political campaign mail.

.42 Responsibilities

.421 State-wide campaign mailing liaison officers are responsible for:

a. Coordinating all contacts with potential mailers to insure that appropriate information is disseminated and that uniform records are kept of all contacts, including a general summary statement concerning the information provided to such mailers.

b. Emphasizing definitive instructions regarding the forwarding or return of First-Class campaign Mail, and the disposition of third-class mail with no endorsement.

c. Assuring that postmasters:

(1) Keep documented records of any political campaign mailings which are deposited or received at their offices too late for timely delivery. At a minimum, these documented records should include:

(a) Name of mailer.

(b) Date and time received for dispatch.

(c) Date and time received for delivery.

(d) Approximate number of pieces not delivered prior to primary or election day, and the reasons why.

(2) Give particular attention to undeliverable-as-addressed campaign mail pieces.

.422 Each postmaster must keep a record of the approximate volume of any third-class mail consigned to waste by the candidate or organization, and the reason(s) for this mail being consigned to waste.

454.5 Revenue Protection

.51 Special Bulk Third-Class Rates. Any qualified nonprofit organizations and qualified political committees may mail at the special bulk third-class rates of postage.

Note: Individual candidates and their campaign committees do not qualify to mail at the special rates. In addition, a qualified organization may mail *only* its own matter at the special rates. A qualified organization may not make cooperative mailings at the special rates which involve the mailing of matter on behalf of or produced for a political organization which does not itself qualify for special rates. Such a cooperative mailing must be paid at the applicable regular third-class rate.

.52 Examples. A qualifying organization may mail election related materials, such as candidate endorsements, at the special rates if the matter being mailed is exclusively that of the qualifying organization. Political mailings may not be made at the special rates whenever a political candidate or anyone else not authorized to mail at the special rates assists the qualifying organization with the preparation or mailing of the material in question, or pays any of the costs of preparation or mailing, or provides any consideration whatsoever to the qualifying organization in return for the mailing being made. The following are examples of political mailings which would *not* qualify for mailing at the special rates:

a. A mailing containing material identified as having been paid for by the campaign committee or treasurer of an individual candidate.

b. A mailing containing circulars, flyers, brochures or other printed matter prepared or printed by a political candidate or his campaign organization.

c. A mailing on which the postage is paid for by a political candidate or his campaign organization.

d. A mailing made on behalf of a candidate in return for a contribution to the qualifying organization.

These changes will be incorporated into a future revision to the POM.

—Government Relations Dept., 6–26–86.

ELM Revision

SELECTION POLICIES FOR NONBARGAINING POSITIONS

POSTAL BULLETIN 21569, 6/5/86, contained a revised subchapter 540 of Handbook P–11, *Personnel Operations*. The following pen and ink changes are necessary to correct printing errors in that issue:

1. 544.13b. Delete the word "District".

2. Exhibit 544.1–A, Area of Consideration and Employee Categories. Correct the Exhibit number to read "544.1". In the last sentence of footnote (3), delete "duty station" and substitute "residence".

—Employee Relations Dept., 6–26–86.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21570 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
271 186 6453 to 6463
274 507 3213 to 3299
278 965 4900 to 4917
279 022 5467 to 5499
279 256 2135 to 2199
280 255 8618 to 8647
280 619 5719 to 5732
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru 297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru 300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru 302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 389 9242 to 9299
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 135 8159 to 8199
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
365 842 7960 to 7999
365 997 7565 to 7699
366 772 6702 to 6799
366 998 7669 to 7681
367 303 6006 to 6099
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
369 718 3783 to 3799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21571** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

011018	112001	323047	336624	477013	641073	782240	921321	960016
014310	112004	324390	336630	478008	641272	782251	921344	968195
018114	112143	328154	337038	489029	641523	797132	921416	968203
019030	112197	331328	337080	489200	701437	800069	924071	981134
019037	113083	331555	337514	500010	705002	802450	924077	981293
021016	114107	331573	339301	520023	706078	802471	924103	981353
021147	117204	331623	372195	537024	711218	809033	924111	981401
021188	117259	331700	374077	537057	731220	837060	926638	981478
021321	142146	333252	374102	554221	731241	841003	926658	981481
021360	146215	333349	392120	600372	741273	841024	926722	981510
021449	165032	333367	393042	601012	741412	846013	926731	981511
021491	181020	333708	402003	601083	752194	850009	926738	981525
021500	198036	333726	402143	601230	760246	850329	926742	981559
021501	200381	333740	405072	601379	760265	856016	926777	981571
031012	200392	334001	405075	601406	760280	882074	926825	981573
031014	200426	334028	415002	601651	761111	891104	931008	981611
038080	223053	335022	420006	602015	770072	901060	931817	989019
066045	282125	335030	430008	605503	770219	901234	931818	989039
069219	282187	335034	452267	607263	770343	901391	931830	992157
069241	283093	335037	452303	607488	770401	902437	931879	995230
069251	283096	335166	452328	612021	770544	902451	945251	997087
071463	283111	335176	452333	616035	770601	902452	945271	997088
078003	283124	335189	452339	616036	770632	907238	945285	997089
080016	292146	335246	454094	616037	770783	907252	945294	997090
080112	303624	335566	460006	616038	770831	910210	945304	997120
085006	303634	336042	462211	616039	770870	913300	954076	
101162	303637	336043	462213	616040	773050	917480	954212	
101433	314536	336049	462215	625002	781007	917553	958131	
101516	322368	336077	464010	631185	782199	917556	958139	
101802	323045	336616	464065	631329	782208	917562	958154	

—Marketing Dept., 6–26–86.

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
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FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

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Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21573

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

21573—July 3, 1986—24 Pages

NEWARK PUBLIC LIBRARY

JUL 22 1986

U. S. GOVT. PUBS. DEPOSITORY 274

ZIP Code Change for the San Mateo Postal Data Center

Effective immediately, the five digit ZIP CODE for the San Mateo Postal Data Center has been changed from 94097 to **94497** to more accurately reflect the true geographical location of the Center. In all future correspondence use the following address and ZIP CODE:

Director, Postal Data Center
U.S. Postal Service
2700 Campus Drive
San Mateo, CA 94497-9000

The add-on ZIP+4 Codes will remain the same.—*Information Resource Management, 7-3-86.*

Medical Records Storage

Arrangements are being made with the National Archives and Records Administration (NARA) for the storage of medical records at its National Personnel Records Centers in St. Louis, Missouri. Under such an arrangement, the retrieval capability for Employee Medical Folders (EMFs) would be similar to that provided for Official Personnel Folders. However, before acceptance, the folders housing medical records must meet NARA specifications.

Future instructions will be published as a POSTAL BULLETIN notice, and Chapter 2 of Handbook EL-806, *Health and Medical Services,* will be modified when these arrangements are completed.

In the meantime, medical records will no longer be accepted for storage at Federal Records Centers. Secure these records in lockable filing equipment in the medical/health unit, if space permits, or in other lockable storage areas. Only medical personnel should be authorized access to these areas.

—*Employee Relations Dept., 7-3-86.*

Notify your supervisor if your equipment does not provide proper security for funds and stamp stock.

Money Orders: Forms 6349 and 1846

Effective immediately, Division Controllers will print Form 6349, *Issued Money Order Sales Record,* and Form 1846, *Quarterly List of Money Orders Issued,* for their associate offices. Copies of these two forms appear on pages 5 and 7 of this POSTAL BULLETIN and may be reproduced. References regarding use of the forms are found in F-1, *Financial Handbook for Post Offices,* sections 682.4 and 682.6.

Note: Form 6349 has been revised to combine domestic and international money order data on the same form. Previously, separate Forms 6349 were required for domestic and international data.

Area supply centers will no longer stock Form 6349 and Form 1846. The decision to discontinue stocking the forms at the supply centers resulted from a survey which showed that it would be more economical for the field to print them as needed. Each station and branch uses only 13 Forms 6349 per year, and Form 1846 is completed only at the rate of four forms per year by offices using adding machines without tape.

—*Rates & Classification Dept.,* 7-3-86.

The orange and blue pouch is to be used for Express Mail Service only.

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P1.3:

DOMESTIC FIRST FLIGHT CACHETS

Official cachet and philatelic treatment for the first flight service described below is authorized in Section 244.63, POSTAL OPERATIONS MANUAL.

Covers to be sent on the flight must be prepared in accordance with the following instructions:

1. All covers must be addressed with First-Class postage affixed.

2. A clear space, 2½ by 2½ inches on the lower portion of the envelope and to the left of the address, must be allowed for the cachet. An additional 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark, and each envelope should contain a filler of postal card thickness to assure good impressions of the cancellations.

3. The covers must be placed in outer envelopes and mailed to reach the office applying the cachet no later than three days before the scheduled date of the flight. "First Flight Covers" should be written in the lower left corner of the outer envelopes.

4. Aerogrammes and postal cards will not be accepted. There will be a limit of 50 covers per customer per flight. Covers already postmarked and those not prepared in accordance with instructions will not receive cachets or cancellations.

Specific instructions for the flights are as follows:

AMERICAN AIRLINES

On August 10, 1986 American Airlines will inaugurate round-trip service between Chicago, IL and Superior, WI, with a intermediate stop in Duluth, MN.

The following cancellations may be obtained:

Chicago to Duluth
Chicago to Superior
Duluth to Chicago
Superior to Chicago

Cachets to be applied by	Send covers to
Chicago Post Office	Manager Commercial Accounts Room 413 Main Post Office Chicago, IL 60607–9621
Chicago Airport Mail Facility	Attn: First Flights Operations Manager Airport Mail Facility O'Hare International Airport Chicago, IL 60666–9998
Duluth Post Office	Postmaster Duluth, MN 55806–9998
Superior Post Office	Postmaster Superior, WI 54880–9998

—Marketing Dept., 7–3–86.

PHILATELIC PRODUCT PHYSICAL INVENTORY SURVEY—PQ III, FY '86

The Postal Quarter III philatelic product inventory survey will begin Saturday, **July 5, 1986.** It is anticipated that all Regions will have very large sales to report because of the Presidential Mint Set (**Item 811**) and Presidential miniature sheets (**Item 564**) which went on sale May 22. Both items are to be recorded on Form 1079, *Philatelic Product Physical Inventory Recap,* as philatelic products. Multiple copies of that form have been sent to all management sectional centers (MSCs) and Divisions for distribution to associate offices. **Item No. 811** appears on these forms; however, **Item No. 564** does not. Please write in the **No. 564** on this form and record the sales of this item.

All Quarter III survey reports must be submitted by associate offices on the revised (June 1986) edition of Form 1079, which has been printed on light green paper. Because of the changes between the previous 1079 printed on light blue paper (September 1985) and the new green form, it is imperative that all facilities use the new edition.

Instructions for completing the Quarter III Form 1079 are printed on the reverse side of the form. Particular care must be given to all Forms 1079 at the associate office, post office, and consolidated MSC and Division report levels to ensure that PQ III reports reflect the same number in Column C (*On Hand at Beginning of Quarter*) as were listed for the same products, or item numbers, in Column F on the PQ II FY '86 forms (*On Hand at End of Quarter*).

Associate offices must forward completed forms to their MSC or Division office by July 11, 1986. MSCs and Divisions will use those forms to prepare a consolidated report using Form 1079C which was forwarded to all MSCs and Divisions the week of June 16 from the San Mateo Postal Data Center.

All MSCs and Divisions must send their consolidated Form 1079C to: 1079, Postal Data Center-USPS, 2700 Campus Drive, San Mateo, CA 94097–9120, on or before Friday, July 18, 1986. Also send one copy to: 1079, Philatelic Marketing Division, Attn: John Spiehs, Room 5630, USPS Headquarters, Washington, DC 20260–6355.—*Marketing Dept., 7–3–86.*

HBK DM–201 Revision

PROCEDURES FOR HANDLING EXPRESS MAIL FINANCE RECEIPTS

The procedures for handling Express Mail finance receipts by acceptance employees has been revised. These procedures are necessary to protect Postal Service revenue and to ensure that Express Mail Corporate Accounts are correctly debited. Effective immediately, Handbook DM 201, *Express Mail Service* is revised as follows:

232 Postal Facility Acceptance

* * * * *

232.2 Acceptance Procedures

* * * * *

.29 Finance Copies. After each Express Mail transaction, acceptance unit employees must place the finance copy in one of the following four categories: (1) all Express Mail Corporate Accounts; (2) all "B" labels paid by stamp or meter; (3) all Government agencies using a three or five-digit number; and (4) all other (International "B" labels stamp/meter, "A" labels stamped/meter, Custom Designed labels stamp/meter, Airport to Airport "C" labels stamp/meter). Supervisors of Express Mail acceptance units must provide directions concerning where and how acceptance clerks should make the necessary four separations of Express Mail finance copies. A container must be provided for these separations that is easily identifiable and labeled as follows: (1) EMCA, (2) Government Agency, (3) "B" Labels Domestic, and (4) All Other.

* * * * *

423 Acceptance

* * * * *

423.3 Distribution of Label 11C. After each Express Mail transaction, acceptance unit employees must put the finance copy in one of the four separations:

a. All labels which bear an EMCA number.

b. All "B" Labels for domestic service paid by stamp or meter.

c. All labels bearing a Federal Government three or five-digit number.

d. All other labels ("B" labels for International Service paid by stamp/meter, "A" labels paid by stamp/meter, Custom Designed "CD" labels paid by stamp/meter, Airport to Airport "C" labels paid by stamp/meter.

Note: At the end of the business day all individual separations for the unit will be batched, bundled and forwarded to the MSC accounting unit.

613 Implementing the use of the Express Mail Corporate Account

613.1 MSC Customer Services and Mail Processing Responsibility

* * * * *

.13 Label Separations. Supervisors of Express Mail acceptance units must provide directions concerning where and how acceptance clerks should make the necessary four separations of Express Mail finance copies. A container must be provided for these separations that is easily identifiable and labeled as follows: (1) EMCA, (2) Government Agency, (3) "B" Labels Domestic, and (4) All Other. After each Express Mail transaction, acceptance unit employees must put the finance copy in one of the four separations:

a. All labels which bear an EMCA number.

b. All "B" Labels for domestic service paid by stamp or meter.

c. All labels bearing a Federal Government three or five-digit number.

d. All other labels ("B" labels for International Service paid by stamp/meter, "A" labels paid by stamp/meter, Custom Designed "CD" labels paid by stamp/meter, Airport to Airport "C" labels paid by stamp/meter.

Note: At the end of the business day all individual separations for the unit will be batched, bundled and forwarded to the MSC accounting unit. The Express Mail manager will ensure a periodic review is done to assure proper procedures and handling are being made.

These changes will be incorporated into a future revision to HBK DM–201.

—Marketing Dept., 7–3–86.

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/city	Names covered	Product
WV, Layland 25864–0270	D.M. Pruitt & Parts, P.O. Box 270.....	The sale of car and truck parts.

—Judicial Officer, 7–3–86.

READEX FICHE best copy available

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 166

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

Kenaston Services
P.O. Box 2405 and 2504
549 Columbia St.
and
J.S. McKee
P.O. Box 2504
549 Columbia St.
New Westminster, B.C.

Kenaston International
P.O. Box 2000
5432—12th Ave.
and
William Moodey
P.O. Box 2000
5432—12th Ave.
Delta, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 7–3–86.*

Highway Contractors—Report of Safety Violations

All employees should use Form 5500, *Report of Contract Route Irregularity,* to report irregularities of highway contractors, including those involving safety deficiencies. The installation head or designee (administrative official) must: (1) Eliminate reported safety hazards requiring immediate corrective action; and (2) ensure that highway contractors comply with applicable safety and health requirements while on postal premises. If a contractor fails to correct safety deficiencies or if safety deficiencies are repeated, notify the Transportation Management Services Center (TMSC) Manager.

Postal management must correct or safeguard against safety hazards reported by highway contractors or their employees.

—*Mail Processing Dept., 7–3–86.*

IMM Revision

International Mail—New Weight Limit for Small Packets to Additional Countries

Effective immediately, the weight limit for air and surface small packets to **Bhutan, Burundi, Congo, Greenland,** and **Senegal** is increased to four pounds. Previously, the weight limit was two pounds except for Bhutan which was one pound.

The applicable surface small packet rates for the new four pound weight are shown below. Air AO rates as shown in the Country Conditions for Mailing for each country apply to air small packets.

Weight not over		Surface rate
1 lb.	2 ozs	$2.16
1	4	2.35
1	6	2.54
1	8	2.73
1	10	2.92
1	12	3.11
1	14	3.30
2 lbs.	0	3.49
2	8	4.19
3	0	4.19
3	8	4.89
4	0 max	4.89

Insert these new surface rates in the rate table titled *Printed Matter, Matter for the Blind and Small Packets* in each country sheet in the INTERNATIONAL MAIL MANUAL. These changes will be incorporated in a future revision to the IMM.

—*Rates & Classification Dept., 7–3–86.*

U.S. Government Diners Club Credit Cards

Within the next two weeks, Diners Club will be mailing a special request to all Postal personnel who possess a U.S. General Services Administration Diners Club credit card.

The purpose of the mailing is to verify the cardholder's current finance number and budget authorization (BA) code; many of which have changed as a result of Postal realignment. If uncertainty exists as to what your current finance and/or BA number is, your immediate manager should be able to assist.

A pre-addressed return envelope will be provided by Diners Club and you may claim the associated postage on your next travel expense voucher. Each cardholder is requested to immediately reply to Diners Club.

—*Dept. of the Controller, 7–3–86.*

U.S. POSTAL SERVICE
QUARTERLY LIST OF MONEY ORDERS ISSUED

INSTRUCTIONS: Use only when adding machines that produce tapes are not available. Begin a new sheet each Postal Quarter. The last two digits of each money order used will be listed in numerical sequence. Write "Spoiled" opposite the last two digits, where applicable. A line should be drawn under the last money order entry each day and the amounts and fees totaled for entry to the accountbook. Money Order instructions are detailed in Subchapter 680, F–1 Handbook.

POST OFFICE *(City and State)* | FINANCE NO.

POSTAL QUARTER — From: To:

SERIAL NUMBERS COVERED BY THIS SHEET — From: To:

MO.	DAY	LAST 2 DIGITS	AMOUNT	FEE	MO.	DAY	LAST 2 DIGITS	AMOUNT	FEE	MO.	DAY	LAST 2 DIGITS	AMOUNT	FEE

PS Form Sep. 1979 **1846**

U.S. POSTAL SERVICE

ISSUED MONEY ORDER SALES RECORD

Unit	Issue Location Number	A/P	P. Qtr.

DOMESTIC		DATE	INTERNATIONAL	
Amount	Fees		Amount	Fees

ASM Revision

AUTOMATED INFORMATION SECURITY POLICY

The information that an office is processing and protecting on an automated system is usually the same information that has been manually processed and protected. Previously protection consisted of a locked file cabinet or office; however, automated systems offer and require other protection techniques. Information which was safe from unauthorized disclosure because it was in an isolated office may be vulnerable to access and disclosure when it is in an automated system used by several offices or facilities.

The value and sensitivity of the information, the type of equipment being used, and the size and general nature of an installation will determine the type and degree of security required.

The proliferation of information processing equipment throughout the Postal Service requires that managers and employees be fully aware of their responsibilities for protecting the information involved. Accordingly, Postal Service policy stated below advises managers and employees of the need to protect information; outlines their responsibilities with respect to security; and identifies security areas which must be addressed. This reprints Automated Information Security Policy published in POSTAL BULLETIN 21494 (1–10–85) because the printing of the ADMINISTRATIVE SUPPORT MANUAL (ASM) has been delayed.

355 Automated Information Processing Security

355.1 General.

.11 Definition. Information protection is the securing of information against unauthorized modification, destruction or disclosure—either intentional or accidental—from the point of its collection throughout its intended useful life.

.12 Scope. This policy covers protection of automated information *and* related resources at all postal facilities. It encompasses protection of information maintained on any equipment or system with automated information processing, storage and/or retrieval capabilities, as well as the related resources that allow processing, storage and retrieval of the information. These automated systems/equipment may be commonly referred to as any of the following: Personal computers (PCs), data processing equipment, minicomputers, microcomputers, microprocessors, office automation systems, stand-alone, shared-logic or shared resource systems, process control systems. Related resources include hardware (central processing unit (CPUs), terminals, modems, printers, etc.), software (programs and associated documentation), and media (magnetic tapes, disks, diskettes, etc.).

.13 Information Life Cycle. Information must be protected throughout the information lifecycle. This includes: information creation/collection, information processing, information use, information maintenance and information disposal.

355.2 Policy

It is the policy of the Postal Service to protect its automated information systems from the following hazards:

a. Theft, fraud, or other abuse of information, equipment, or funds.

b. Unauthorized access to or disclosure of information.

c. Accidental or unauthorized destruction or modification of information.

d. Interruption of information processing capability due to equipment malfunction/damage, facility damage, power outage, etc.

Protection against these hazards will be provided to the degree consistent with the value of the information contained in a system.

355.3 Responsibility

.31 Specific

.311 Management. Management at all levels must recognize the need for information protection and actively enforce security policies and procedures.

.312 Installation and Department Heads. As records custodians, installation and department heads are accountable for information, equipment, and systems within their custody. This includes responsibility for:

a. Making staff aware of the need for security and developing necessary guidelines and procedures for staff to follow.

b. Determining if the level of security provided for a system is appropriate for the value of the information.

c. Ensuring that USPS security policy, guidelines and procedures are followed in all system activities including procurement, development, and operation.

d. Providing the necessary resources to enable employees to carry out their responsibilities for securing information and related resources.

e. Assigning overall information protection responsibility to a specific individual, e.g., the Security Control Officer.

.313 Users. Individual users of information processing equipment are responsible for:

a. Adhering to the permissible uses of systems, equipment and information as well as the information disclosure prohibitions set forth in the USPS Rules of Conduct, ELM 668.3.

b. Protecting systems, equipment and information either assigned to them or in their custody or use.

c. Using the equipment only for management approved activities.

d. Protecting any Logon IDs and passwords assigned to them.

e. Notifying management of any security violations of which they are aware.

.32 Advisory. Security assistance to installation heads and other managers is available from the following sources:

a. Information Resources Management (IRM). The Data Security Branch, Office of Data Management, IRM, can provide guidance on technical (hardware, software) issues, risk analysis, and contingency planning.

b. Inspection Service. The local postal inspector can provide assistance on issues of physical security and personnel security. The Financial Audits Division in Headquarters should be consulted on questions related to audit trails.

c. Records Office. The Records Office can assist with information evaluation and retention of information.

d. Contracting Offices. Contracting offices (Office of Contracts at Headquarters, Procurement Divisions at the regional level, and Procurement Services Offices at the district level and below) can help with purchase requests for hardware, software, or services that address security needs. If necessary, they can also conduct market surveys of security features available commercially.

355.4 FLSA Considerations. (To be issued in a later POSTAL BULLETIN article.)

355.5 Ownership. Automated systems, media and all information maintained on them are the property of the Postal Service and are not to be viewed as an employee's private property.

355.6 Information Evaluation

.61 General. All information maintained on information processing equipment requires some protection. Sensitive information requires a greater degree of protection. Installation heads must evaluate the information they intend to maintain on information processing equipment to determine its sensitivity and develop security measures and procedures that are consistent with its sensitivity.

.62 Sensitive Information. Information that has been identified by the Postal Service as either "Restricted" or "Critical" in nature. *Restricted information* has limitations upon its internal or external disclosure (see ASM 352.4 for examples). *Critical information* is that information that must be available in order for the Postal Service to effectively perform its mission and meet legally assigned responsibilities; and, for which special precautions are taken to ensure its accuracy, relevance, timeliness, and completeness. (This information, if unavailable, would cause *significant* financial loss, inconvenience, or delay in performance of the USPS mission.)

355.7 Security Considerations

The type and degree of security needed will vary depending on the value and sensitivity of the information, the type of equipment being used, and the size and general nature of an installation. Installation heads must evaluate their individual situation to determine the degree of security that is practicable without being cost prohibitive. However, the following areas must be considered when addressing security needs:

a. Procurement
b. Risk Analysis
c. Physical Security
d. Personnel Security
e. Hardware Operations
f. Software
g. Audit Trails
h. Contingency Planning
i. Training

355.8 Retention of Information

a. Retention of information in automated information processing systems must be consistent with official Postal Service records retention schedules.

b. Procedures for routine purging/disposition of information maintained on diskettes and other storage media must be established.

c. Retention of information on information processing equipment must be in accordance with Preservation Orders (e.g., as a result of FLSA litigation).

The following guidelines are to be used in support of *ASM 355, Automated Information Processing Security.*

Interim Guidelines For Protecting Automated Information

I. Definitions

A. *Data Integrity.* Preservation of data or programs for their intended purpose; the confidence level in data's accuracy, completeness, and currency.

B. *Distributed System.* A data processing system in which the processing potential, the data, and control are distributed among several processors usually at different locations.

C. *Hardware.* Physical ADP equipment; for example, mechanical, magnetic, electrical or electronic devices. Usually contrasted with software.

D. *Logon ID.* An identification code (a group of numbers, letters and/or symbols) assigned to a particular computer user, programmer or operator that, in conjunction with a password, indentifies the user, programmer or operator to a computer system.

E. *Mainframe.* A large scale processor such as the IBM or AMDAHL processors at the postal data centers or National Information Systems Development Center (NISDC) in Raleigh.

F. *Office Automation System.* Office automation systems include, but are not limited to, integrated office systems, local area networks, micrographics systems, optical character recognition devices, personal and professional computers, dictation systems, intelligent copiers and word processing systems.

G. *Password.* A unique string of characters that a user, programmer, or computer operator must provide in conjunction with a logon ID to gain access to computer system resources.

H. *Risk Analysis.* A process through which the vulnerabilities of an automated system, data center/site or network are weighed against the value of the information maintained in the system or transmitted therein.

I. *Software.* A set of programs, procedures and related documentation associated with the operation of computer systems. Usually contracted with hardware.

II. Information Evaluation

A. Privacy Information (Restricted). Information about individuals is ***restricted information*** because controls exist on its disclosure. Before such information is put on an automated system, appropriate procedures must be established to ensure the following requirements are met. (See ASM 353.)

1. Public Notice Requirements. In accordance with the Privacy Act, advance notice must be published in the Federal Register of proposals to establish, modify, or alter the uses of any system of records containing information about individuals that is retrieved by some type of personal identifier, e.g., social security number. (See ASM 353.24.)

2. Completeness, Accuracy, Relevance, and Timeliness of Information. The Privacy Act requires that all information maintained about an individual must be complete, accurate, timely, and relevant to the extent reasonably necessary to ensure fairness.

3. Disclosure/Access Restrictions. The Privacy Act requires that restrictions be maintained against unauthorized disclosure of or access to information about individuals.

4. Individuals Right to Access. The Privacy Act requires that upon request, individuals must be provided access to, or a copy of information being maintained about them.

5. Prohibition Against Maintaining Certain Kinds of Information. Certain types of information about employees are prohibited from being maintained on information processing equipment. This includes: Minority Group designators (unless specifically approved by the APMG, Employee Relations Department), restricted medical information, and designations of an employee's participation in voluntary financial withholding programs such as Savings Bonds, Combined Federal Campaign, etc.

B. Other Restricted Information. Certain classes of information are exempt from mandatory disclosure to the public under exemptions contained in the Freedom of Information Act and the Postal Reorganization Act. Therefore, this restricted information must be protected from unauthorized disclosure or access. This includes:

1. Certain customer address information (see ASM 352.44).

2. Any mailing lists or other list of names or addresses (past or present) of postal customers or other persons (see ASM 352.451).

3. Privileged or financial information obtained from any person outside the Postal Service (see ASM 352.42b).

4. Information of a commercial nature, including trade secrets, whether or not obtained from a person outside the Postal Service, which under good business practice would not be publicly disclosed, including: records compiled within the Postal Service which would be of potential benefit to persons or firms in economic competition with the Postal Service; information which if publicly disclosed would materially increase procurement costs; information pertaining to movement of registered mail (see ASM 352.42c).

C. Critical Information. The loss of certain information could cause significant inconvenience, financial loss or delays in service. This information must be protected. For example, the capability to update or modify critical information must be limited to those employees whose job duties require them to do so.

III. Security Requirements

A. Mandatory for all Systems

1. Create "restricted information" caveats on hardcopy outputs for all information determined to be restricted.

2. Identify and document critical files and programs for local or PDC backup. Requirements must be submitted to the PDC if PDC backup is to be used.

3. Establish procedures to control who is authorized to make changes to system programs and to sensitive information.

4. Locate equipment, include CPUs, terminals, and printers in areas that allow minimal access by unauthorized personnel. Secure restricted areas containing equipment in off-duty hours.

5. Protect operational handbooks, users' guides, supervisors' manuals, etc., from unauthorized access.

6. Update facility contingency plans to address automated systems and equipment.

7. Develop procedures that address restriction of employee access to automated systems in the event of adverse action, resignation or discharge.

8. Establish procedures for controlling, protecting and destroying restricted output.

9. Users must be restricted from reading or modifying operating systems.

10. The security requirements in Section III.B. (below) are also mandatory for mainframes.

B. Mandatory for Mainframes/Desirable for Distributed Systems

1. Use systems or equipment that:

a. Require a logon and password to access the system.

b. Restrict file access to specific users and terminals.

c. Restrict level of access, i.e., read, write, delete, etc.

d. Restrict file access to specific files.

e. Restrict users to authorized programs.

f. Restrict users from reading or modifying programs.

g. Prevent users from loading and compiling their own programs.

h. Prevent password file from being printed.

i. Restrict the number of unsuccessful access attempts.

j. Provide the ability to prevent loss of data during outages or restore data lost after outages.

k. Provide logging or audit trail of date, time, function for the following:

—unsuccessful access attempts

—unauthorized requests for protected resources (programs, data, etc.)

—modifications of programs, operating system

—changes to passwords, authorizations, etc.

l. Provide a mechanism to ensure audit trail logs are continued if the device to which they are written fails.

m. Provide flexibility in the administration of software security controls.

n. Provide access control capability for inquiry and/or update.

2. For systems utilizing computers other than PDC hosts, provide for the capability to interactively display currently signed-on users (ideally from the host).

3. Provide the capability to automatically cancel an interactive user after a predetermined time period.

4. For critical minicomputer applications, consider having dial backup capability for accessing the host.

IV. Security Considerations

The following section provides discussion and examples of security areas that must be evaluated when processing information on automated equipment.

A. Procurement. Security requirements must be considered at the time equipment or contractor services are requested. This includes evaluating such issues as:

1. Contractor access to information (See PCM 1.324.7–.9).

2. Hardware/software security features available.

3. Technical specifications for vendor written security software.

4. Use of software security packages.

5. Compatibility with other systems.

B. Risk Analysis. Each installation head must assess the risks and vulnerabilities of an automated system in order to develop cost justified security measures. This process should be as simple or complex as the equipment and information being examined. For a simple word processing system, and internal discussion that identifies issues such as physical access problems, impact of potential data loss, etc., may be sufficient. However, for larger, more complex distributed systems, it may be necessary to contact the IRM, Data Security Branch, for guidance.

C. Physical Security. Based on vendor information and local conditions, environmental requirements necessary for protecting information and equipment must be evaluated. This includes:

1. Obtaining environmental requirements from vendors for temperature and humidity ranges, power requirements, static electricity, etc.

2. Obtaining from vendors temperature and humidity ranges for media.

3. Considering the adequacy and placement of heat and smoke detectors, fire extinguishers, etc.

4. Considering the effects of power surges and blackouts.

5. Eliminating the potential for water damage (e.g., location near water pipes).

6. Locating equipment where use can be monitored or controlled and after-hours access can be restricted.

7. Providing locking cabinets for documenta reports, and data media (e.g., floppy disks, diskettes, magnetic tape cassettes).

8. Maintaining a list of component serial numbers.

9. Establishing procedures that govern the authorized removal of personal computers, terminals, media, etc., from postal premises.

D. Personnel Security. Personnel procedures must be established restricting unsupervised access for employees who are subject to adverse action and employees pending separation or transfer. In addition the installation head must exercise care in assigning persons to work with sensitive information. Guidelines on personnel security practices are provided at ASM 272.

E. Hardware Operations. Each installation head must develop the procedures necessary to provide an adequate level of operational security and to produce a stable operating environment. Security in this area might include:

1. Developing access, storage, and copy procedures for floppy disk drives, fixed disks, etc.

2. Developing and documenting operator procedures including training requirements, security, backup, and storage of critical files and establishing a time frame for machine operations.

3. Utilizing standard procedures for telecommunication links to ensure data integrity during transmissions.

4. Ensuring systems linked to a mainframe conform to security practices in force at the host site. Dissemination of passwords, access codes, phone numbers, and other information pertaining to the host site must be controlled.

5. Performing basic system maintenance to ensure proper care of a device and its components.

F. Software. 1. *Software Controls.* Security in the software area includes both protecting software from unauthorized changes and using software to provide security. Since software is used to control access, perform calculations, etc., authorization to change software must be restricted and logged. The installation head should also consider using software to perform the following security functions:

a. Identify the user—usually by a Logon ID and password.

b. Control access-restrict who can read, change, or delete information.

c. Control activities—restrict users to certain transactions.

d. Perform edit checks on input data.

e. Restrict the number of times a user can try to unsuccessfully access the system.

f. Produce exception reports which can be used to detect possible system abuses and security violations.

Adequate documentation of automated system operations, programs, etc., must be maintained to ensure that access to information can be obtained when needed. Documentation related to critical information and/or systems should be stored offsite along with the backup copy of the information.

2. *Commercially Available Software.* Commercially available software is usually copyrighted and all rights are owned by the copyrighter. The unauthorized reproduction or copying of copyrighted software may result in the payment of additional royalties to the copyright owner.

G. Audit Trail. Sufficient audit trails must be developed to conform with Inspection Service audit requirements. This might consist of logging of system usage and transactions; and/or building audit trails in application systems so that who did what, when, and where can be established.

H. Contingency Planning. Contingency planning involves preparing for emergency situations, both to ensure continuity of operations and to provide for a return to normal operations. An emergency can range from power or equipment failures to a major disaster such as fire.

1. Each installation should develop a plan that will provide employees with instructions to follow in recovering from possible emergencies. A plan might include: (a) Routine backup procedures. (b) Assignment of individual tasks and responsibilities. (c) Notification lists.

2. For larger, more complex systems: (a) An inventory of critical files backed up offsite. (b) Provisions for alternate site processing. (c) Determination of essential processing to be performed in an emergency situation.

3. Teleprocessing applications will require coordination with the host site to establish dial backup or other required support.

I. Training Requirements. All users must be trained in system procedures and operations. Training should also include security procedures, USPS regulations, and an awareness of possible areas for security breach. There should be periodic training updates.

V. Desired Outcomes

A. Individual Accountability. Each user can be identified and held responsible for his/her individual actions.

B. System Reliability. The system performs in the manner expected at the times required.

C. Data Integrity. The integrity of the data is maintained. Any activity which violates the authorized access rules or compromises or degrades the confidence level of specific data affects data integrity.—*Records Office, 7–3–86.*

RURAL ROUTES—SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE

The provisions of Article 9.2.I.3 of the 1984 NRLCA Agreement, reduced the rural carrier Equipment Maintenance Allowance (EMA) by 1¢ per mile and the minimum EMA rate by 40¢ per day, effective June 7, 1986 (PP 13–86). The rural carrier EMA was reduced from the prior 31¢ per mile or $12.40 per day, whichever was greater, to 30¢ per mile or $12.00 per day, whichever is greater.

Rural Carrier Relief (Des. 75) employees, when providing auxiliary assistance or serving an auxiliary route, and auxiliary Rural carriers (Des. 77) will be paid an EMA of 30¢ per mile or $3.60 per hour, whichever is greater, not to exceed the amount provided for in the special chart for the route steps and miles.

The EMA schedule on pages 14 and 15 supersedes all previously published EMA schedules.

—*Employee Relations Dept., 7–3–86.*

SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE – RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE JUNE 7, 1986 (PP. 13-86)

MILES	STOPS = *0260	**0280	**0300	**0320	**0340	**0360	**0380	**0400	**0420	**0440	**0460	**0480	**0500	**0520	**0540	**0560	**0580	**0600	**0620	**
8	12.00	12.00	12.00	12.00	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	
9	12.00	12.00	12.00	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	
10	12.00	12.00	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	
11	12.00	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	
12	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	
13	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	
14	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	
15	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	
16	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	
17	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	
18	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	
19	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	
20	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	
21	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	
22	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	
23	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	
24	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	
25	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	
26	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	
27	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	
28	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	
29	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	
30	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	
31	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	
32	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	
33	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	
34	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	
35	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	
36	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	
37	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	
38	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	
39	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	
40	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	
41	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	
42	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	
43	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	
44	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	
45	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00		
46	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00			
47	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00				
48	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00					
49	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00						
50	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00							
51	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00								
52	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00									
53	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00										
54		16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00											
55				16.60	16.70	16.80	16.90	17.00												
56						16.90	17.00													
57																				
58																				

SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE – RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE JUNE 7, 1986 (PP. 13-86)

MILES	STOPS = *0640	*0660	*0680	*0700	*0720	*0740	*0760	*0780	*0800	*0820	*0840	*0860	*0880	*0900	*0920	*0940	*0960	*0980	*1000
8	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30
9	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40
10	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50
11	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60
12	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70
13	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80
14	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90
15	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00
16	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10
17	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20
18	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30
19	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40
20	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50
21	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60
22	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70
23	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80
24	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90
25	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00
26	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00	
27	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00		
28	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00			
29	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00				
30	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00					
31	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00						
32	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00							
33	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00								
34	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00									
35	16.20	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00										
36	16.30	16.40	16.50	16.60	16.70	16.80	16.90	17.00											
37	16.40	16.50	16.60	16.70	16.80	16.90	17.00												
38	16.50	16.60	16.70	16.80	16.90	17.00													
39	16.60	16.70	16.80	16.90	17.00														
40	16.70	16.80	16.90	17.00															
41	16.80	16.90	17.00																
42	16.90	17.00																	
43	17.00																		

DATA POLICY

This reprints the USPS data policy published in Postal Bulletin 21538 (10–31–85) because the printing of the Administrative Support Manual (ASM) has been delayed.

It has been reformatted for inclusion in Chapter 8 of the Administrative Support Manual (ASM). The subject areas relating to IRM directives (812.1) have been updated, and the IDMS standard and the procedures requesting exceptions to that standard (821.5) have been clarified.

The ASM is revised as follows:

812 IRM Department

812.1 General

The Information Resource Management (IRM) organization was established to ensure the effectiveness of information systems by managing data as a key resource of the Postal Service; to develop and implement a servicewide information systems plan; and to formulate policy and procedures to achieve and maintain the integrity, standardization, accessibility, and security of data throughout the Postal Service. IRM is in the process of developing directives and forms to support USPS data resource policies in the areas of data definition, database design (both physical and logical), project support (including STRADIS methodology and recommended automated project support), and use of the Directory of Information Resources (DIR). Until these policies and procedures can be issued in permanent directives, interim data policies and standards will continue to be published in the Postal Bulletin.

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816 Business System Plan (BSP)

816.1 Explanation

The proliferation of information systems and computerized equipment in the Postal Service was highlighted by the Business Systems Planning (BSP) Report, HBK AS–801, published in April 1980.

* * * * *

820 Data Management

821 Data Policy

821.1 General

Data is a primary organizational resource of the USPS. It is a shared resource. Data is not owned by any one organization; however, a particular organization exercises stewardship of specific data.

821.2 Scope

This policy encompasses all USPS systems of records, information systems (both automated and manual), and forms, and applies to all field, regional, and Headquarters organizations.

821.3 Definitions

.31 Data

The USPS has adopted the American National Standard Institute definition of data, which is: "Data is a representation of facts, concepts, and instructions in a formalized manner suitable for communication, interpretation, or processing by human or automatic means."

.32 Stewardship. Data is assigned to an organizational entity (called *primary* data organization) for stewardship. This stewardship entails responsibility and accountability for ensuring the clear definition of the data and compliance with established directives. Responsibility and accountability require that:

a. Relevant data for reporting, planning, controlling, and operating USPS activities is captured.

b. Stored data is complete, current, and accurate.

c. Maximum availability and reusability of the data is attained consistent with data location and economic justification issues and USPS policies of privacy, security, disclosure, retention, and audit.

.33 Secondary User. Organizations that use another organization's data are called secondary user organizations or secondary users. Secondary users may utilize existing data when access is approved, but may not alter or delete primary data unless specifically authorized to do so by the primary data organization. IRM or the primary data organization will notify secondary users of changes to primary data that impact secondary data use.

821.4 Administration

.41 General. The Office of Information Management, IRM, is responsible for ensuring effective data administration with the USPS.

.42 Stewardship Assignment. The Assistant Postmaster General, Information Resource Management Department, is the USPS Chief Information Officer and is the assignor of data stewardship.

.43 Security. The Chief Postal Inspector, the Records Officer, and the IRM ADP Security Officer primarily administer overall USPS security and data/information security functions. Consult directives issued by these organizations for information on data security. (In particular, see ASM 270 and 350 and HBK AS–805, ADP Security.)

.44 Directory of Information Resources (DIR). The national Directory of Information Resources (DIR) is the central repository for all USPS data definitions and stewardship assignments.

821.5 Implementation

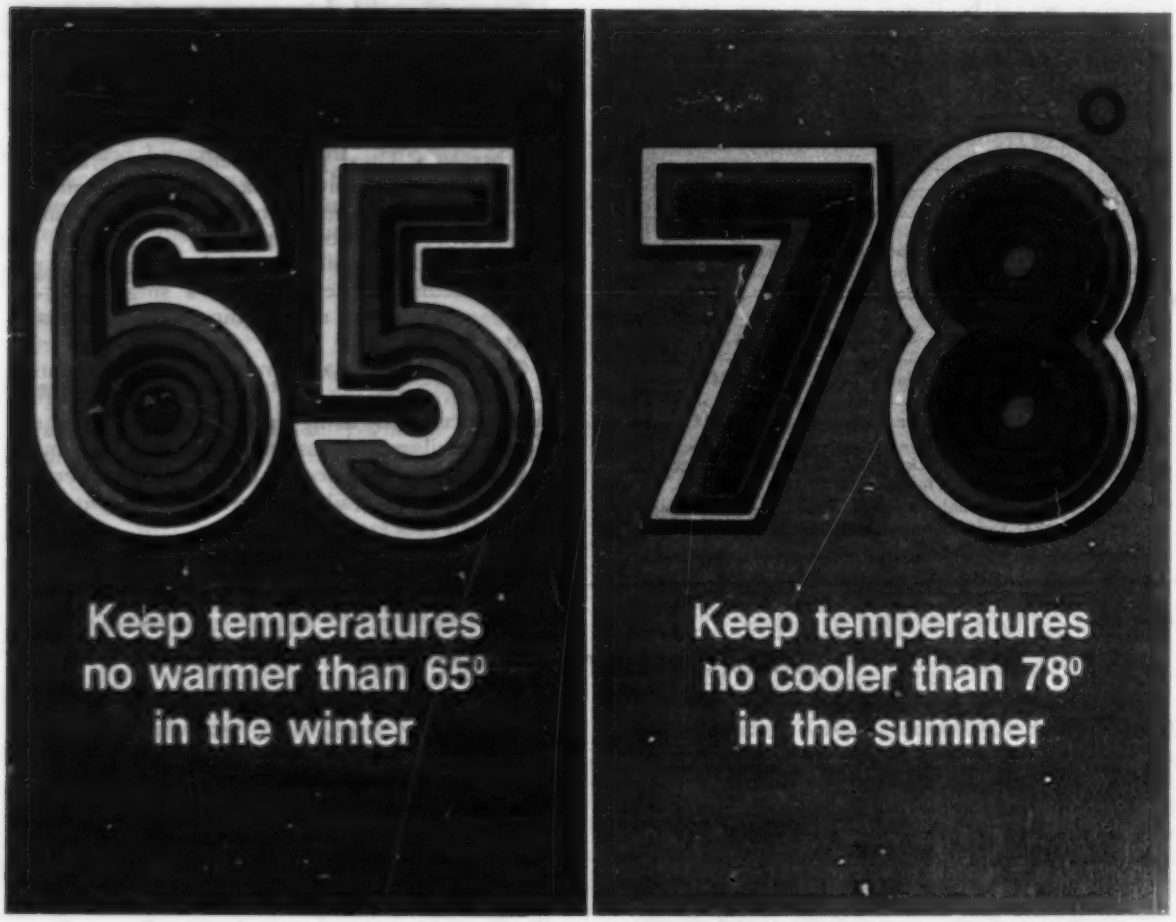
.51 IDMS Standard. To accommodate the data sharing and system integration requirements specified in the BSP Report (Handbook AS–801), all systems to be run on IBM or compatible mainframes, using the IRM standard operating system, will be developed and implemented using the Integrated Database Management System (IDMS) for data access and management and in accordance with the information architecture, data architecture, and subject data base design.

.52 Exceptions. The use of a data management system other than IDMS requires prior review and approval of the Office of Information Management, as follows:

a. Requests for exceptions must contain a clear statement of the architectural implications along with a justification for the use of an alternative data management tool as more appropriate to the application.

b. Requests must originate at the Office Director level or equivalent, and should be addressed to the Director, Office of Information Management, USPS Headquarters, Washington, DC 20260–1550.

—Information Resource Management Dept., 7–3–86.

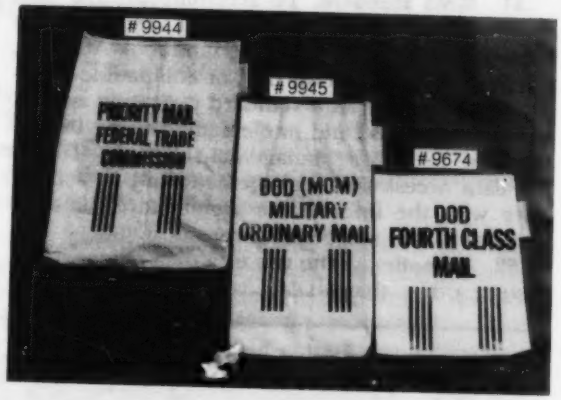


PLASTIC MAILBAGS FOR FEDERAL AGENCIES AND DEPARTMENTS

Description. Agencies and Departments of the Federal Government have been authorized to use their own plastic mailbags between their offices or installation and a single addressee. These sacks afford the mailer the opportunity to reduce mailing costs through consolidation of mail pieces destined to a common address within a single sack. Postage is paid on the combined weight of the sack and its contents. This will be less than the per piece rate normally paid by the mailer.

Seven bags have been authorized for use. They are manufactured under GSA contract in conformance with U.S. Postal Service requirements covering color, size, material specifications and printing of the class of mail and mailer's name on each sack.

GSA Item No. NIS–G–	Description
8932	#1 Domestic Sack, 45" high ×32" wide, Color—White
9673	#2 Domestic Sack, 45" high ×24" wide, Color—White
9674	#3 Domestic Sack, 31" high ×24" wide, Color—White
9675	#3 Domestic Sack, 31" high ×24" wide, Color—Orange
9943	#1 Air Domestic Sack, 42" high ×24" wide, Color—Orange
9944	Large Air Domestic Sack, 42" high ×32" wide, Color—Orange
9945	Disposable Foreign Mail Sack, 46" high ×24" wide, Color—Silver Gray



Examples of GSA plastic mailbags approved by U.S. Postal Service.

Processing. These plastic mailbags are a supplement to polyester/nylon mailbags and should be processed in the same manner. They have a maximum gross weight of 70 pounds.

Delivery. Bags will be sealed with a cable tie. They should be delivered as a single address mailbag that does not require opening by the Postal Service.

General. The Department of Defense, the Internal Revenue Service, and other government agencies are currently using these GSA bags. All agencies or mailers must use the approved GSA mailbags, or otherwise secure approval for other designs from the Mail Transport Equipment Division, Mail Processing Department.

—Mail Processing Dept., 7–3–86.

Reprint

CARRIER STREET ACTIVITY TEST

The Office of Revenue and Cost Systems (ORCS) plans to conduct a test of carrier street activity on 2,641 routes nation-wide involving 90 MSC's. The test is required to update carrier information for ratemaking purposes. The data will in no way be used for work standards or individual performance evaluation. Testing will be from June 21 to September 26, 1986.

Designed to minimize workload requirements by carriers, and data collectors, the test is basically an extension of the IOCS work sampling technique to carrier street activities. A specially designed Form 2600 (2600–P) will be used to collect data from carriers during three randomly selected time periods during a carrier's work sequence. The carrier will then indicate the appropriate task on Form 2600 (2600–P). Data collectors will be responsible for describing the test procedure to the carrier, giving the carrier the telephone pager and test materials, phoning the pager at the proper times, debriefing the carrier and transcribing the data to the Form 2600–P.

Tests will take place on the same day and in the same carrier station as the City Carrier Route test (Form 2858) enabling the same data collector to conduct both tests. The cooperation of carriers, supervisors and data collectors is essential to the success of this project.

—Rates & Classification Dept., 7–3–86.

IMM Revision

EXPRESS MAIL INTERNATIONAL SERVICE—GUYANA

Effective July 12, 1986, Express Mail International Service will be available to Guyana. Both Custom Designed and On Demand services are offered. Express Mail International Service in Guyana is called Data Post.

Items not exceeding 44 pounds in weight, 36 inches in length, and 79 inches in combined length and girth, are acceptable for dispatch ONLY to the locations noted below under "Areas Served." The country code for Guyana is GY and the numerical data entry code is 56.

The initial shipment date, Item 3 of Form 5637, *Express Mail Service Leg*, for Custom Designed Service agreements should be established as 17 days after the date one copy of the agreement is sent to: Postmaster General of Posts, Georgetown, Co-operative Republic of GUYANA.

Customers should be advised that, as with all Express Mail International items, there is no service guarantee connected with Express Mail International items sent to Guyana. The applicable rates and conditions of mailing are as follows:

Services Available

Custom Designed
On Demand

Acceptable Items and Customs Declaration

Any item admissible in international mail to Guyana is admissible in the Express Mail International Service to Guyana. See the Country Conditions for Mailing for Guyana in the INTERNATIONAL MAIL MANUAL for specific prohibitions and restrictions.

Items allowed	Customs form required endorsement
Correspondence, business papers, and computer data.	None. Endorse items "Business Papers".
Merchandise samples without commercial value.	Form 2976, *"Customs-Douane CI"*.
Merchandise or any item subject to customs duty.	Form 2966A, *"Parcel Post Customs Declaration"*.

Rates

Pounds (up to and including)	On demand	Custom designed
1	$23.00	$31.00
2	26.80	34.80
3	30.60	38.60
4	34.40	42.40
5	38.20	46.20
6	42.00	50.00
7	45.80	53.80
8	49.60	57.60
9	53.40	61.40
10	57.20	65.20
11	61.00	69.00
12	64.80	72.80
13	68.60	76.60
14	72.40	80.40
15	76.20	84.20
16	80.00	88.00
17	83.80	91.80
18	87.60	95.60
19	91.40	99.40
20	95.20	103.20
21	99.00	107.00
22	102.80	110.80
23	106.60	114.60
24	110.40	118.40
25	114.20	122.20
26	118.00	126.00
27	121.80	129.80
28	125.60	133.60
29	129.40	137.40
30	133.20	141.20
31	137.00	145.00
32	140.80	148.80
33	144.60	152.60
34	148.40	156.40
35	152.20	160.20
36	156.00	164.00
37	159.80	167.80
38	163.60	171.60
39	167.40	175.40
40	171.20	179.20
41	175.00	183.00
42	178.80	186.80
43	182.60	190.60
44	186.40	194.40

Areas Served

Express Mail International Service is available ONLY to the following locations in Guyana: Georgetown and greater Georgetown area; Linden including Mackenzie and Wismar; Berbice including New Amsterdam, Rosehall Town, Nigg, Corriverton and Skeldon.

Delivery

Items arriving from midnight to noon will be delivered the same day in Georgetown and the greater Georgetown area, and the next day in other areas. Items arriving from noon to midnight will be delivered the next day in Georgetown and greater Georgetown area, and the second day in other areas. Recipients of merchandise items will receive notice of arrival; delivery time is subject to time required for customs clearance.

Weight Limit

44 pounds (20 kilograms)

Size Limit

Greatest Length: 36 inches (900 millimeters)
Greatest Length and Girth Combined: 79 inches (2 meters)

EXPRESS MAIL INTERNATIONAL SERVICE—NIGERIA

Effective July 12, 1986, Express Mail International Service will be available to Nigeria. Both Custom Designed and On Demand services are offered. Express Mail International Service in Nigeria is called Express Mail Service.

Items not exceeding 44 pounds in weight, 36 inches in length, and 79 inches in combined length and girth, are acceptable for dispatch ONLY to the city of Lagos. The country code for Nigeria is NI and the numerical data entry code is 54.

The initial shipment date, Item 3 of Form 5637, *Express Mail Service Leg*, for Custom Designed Service agreements should be established as 17 days after the date one copy of the agreement is sent to: The Assistant Postmaster General, International Services and Philately, NIPOST Headquarters, P.M.B. 12537, Lafiaji, Lagos, NIGERIA.

Customers should be advised that, as with all Express Mail International items, there is no service guarantee connected with Express Mail International items sent to Nigeria. The applicable rates and conditions of mailing are as follows:

Services Available

Custom Designed
On Demand

Acceptable Items and Customs Declaration

Any item admissible in international mail to Nigeria is admissible in the Express Mail International Service to Nigeria. See the Country Conditions for Mailing for Nigeria in the *International Mail Manual* for specific prohibitions and restrictions.

Items allowed	Customs form/required endorsement
Correspondence, business papers, and computer data.	None. Endorse items "Business Papers".
Merchandise samples without commercial value.	Form 2976, *"Customs-Douane CI"*.
Merchandise or any item subject to customs duty.	Form 2966A, *"Parcel Post Customs Declaration"*.

Rates

Pounds (up to and including)	On demand	Custom designed
1	$23.00	$31.00
2	27.90	35.90
3	32.80	40.80
4	37.70	45.70
5	42.60	50.60
6	47.50	55.50
7	52.40	60.40
8	57.30	65.30
9	62.20	70.20
10	67.10	75.10
11	72.00	80.00
12	76.90	84.90
13	81.80	89.80
14	86.70	94.70
15	91.60	99.60
16	96.50	104.50
17	101.40	109.40
18	106.30	114.30
19	111.20	119.20
20	116.10	124.10
21	121.00	129.00
22	125.90	133.90
23	130.80	138.80
24	135.70	143.70
25	140.60	148.60
26	145.50	153.50
27	150.40	158.40
28	155.30	163.30
29	160.20	168.20
30	165.10	173.10
31	170.00	178.00
32	174.90	182.90
33	179.80	187.80
34	184.70	192.70
35	189.60	197.60
36	194.50	202.50
37	199.40	207.40
38	204.30	212.30
39	209.20	217.20
40	214.10	222.10
41	219.00	227.00
42	223.90	231.90
43	228.80	236.80
44	233.70	241.70

Areas Served

Express Mail International Service is available ONLY to the city of Lagos.

Delivery

Items arriving at Murtala Muhammed Airport by 10:00 a.m. will be delivered the same day. Items arriving after 10:00 a.m. and before midnight will be delivered the following day.

Weight Limit

44 pounds (20 kilograms)

Size Limit

Greatest Length: 36 inches (900 millimeters)
Greatest Length and Girth Combined: 79 inches (2 meters)

EXPRESS MAIL INTERNATIONAL SERVICE—OMAN

Effective July 12, 1986, Express Mail International Service will be available to Oman. Both Custom Designed and On Demand services are offered. Express Mail International Service in Oman is called Data Post.

Items not exceeding 44 pounds in weight, 36 inches in length, and 79 inches in combined length and girth, are acceptable for dispatch ONLY to the locations noted below under "Areas Served." The country code for Oman is OM and the numerical data entry code is 55.

The initial shipment date, Item 3 of Form 5637, *Express Mail Service Leg*, for Custom Designed Service agreements should be established as 17 days after the date one copy of the agreement is sent to: Directorate General of Posts, P.O. Box 3338, Ruwi, MUSCAT—Sultanate of OMAN.

Customers should be advised that, as with all Express Mail International items, there is no service guarantee connected with Express Mail International items sent to Oman. The applicable rates and conditions of mailing are as follows:

Services Available

Custom Designed
On Demand

Acceptable Items and Customs Declaration

Any item admissible in international mail to Oman is admissible in the Express Mail International Service to Oman. See the Country Conditions for Mailing for Oman in the INTERNATIONAL MAIL MANUAL for specific prohibitions and restrictions.

Items allowed	Customs form/required endorsement
Correspondence, business papers, and computer data.	None. Endorse items "Business Papers".
Merchandise samples without commercial value.	Form 2976, *"Customs-Douane CI"*.
Merchandise or any item subject to customs duty.	Form 2966A, *"Parcel Post Customs Declaration"*.

Rates

Pounds (up to and including)	On demand	Custom designed
1	$23.00	$31.00
2	27.90	35.90
3	32.80	40.80
4	37.70	45.70
5	42.60	50.60
6	47.50	55.50
7	52.40	60.40
8	57.30	65.30
9	62.20	70.20
10	67.10	75.10
11	72.00	80.00
12	76.90	84.90
13	81.80	89.80
14	86.70	94.70
15	91.60	99.60
16	96.50	104.50
17	101.40	109.40
18	106.30	114.30
19	111.20	119.20
20	116.10	124.10
21	121.00	129.00
22	125.90	133.90
23	130.80	138.80
24	135.70	143.70
25	140.60	148.60
26	145.50	153.50
27	150.40	158.40
28	155.30	163.30
29	160.20	168.20
30	165.10	173.10
31	170.00	178.00
32	174.90	182.90
33	179.80	187.80
34	184.70	192.70
35	189.60	197.60
36	194.50	202.50
37	199.40	207.40
38	204.30	212.30
39	209.20	217.20
40	214.10	222.10
41	219.00	227.00
42	223.90	231.90
43	228.80	236.80
44	233.70	241.70

Areas Served

Express Mail International Service is available ONLY to the following locations in Oman: Airport Area, Al-Aamrat, Al-Alzaiba, Al-Bustan, Al-Ghubra, Al-Jadid, Al-Khoudh, Al-Khuwair, Al-Qurm, Al-Rusail, Al-Sarooj, Al-Seeb, Al-Shatefi, Al-Wattaya, Bausher, Darsait, Challa, Hillat Al-Said, Kaibooh, Madinat Al-Nahda, Mumtaz Area, Madinat, Mina-Alfahal, Muscat, Muttrah, Qaboos, Riyam, Ruwi, Seh-Aizabi, Sidab, Wadi Adai, Wadi-Alkabir, Wadi-Hattat

Delivery

All Express Mail International Service items will be delivered following notification to the recipient by telephone on the day of arrival in Oman. Recipients may have to pick up items at the post office following telephone advice. On Fridays and Holidays delivery will be attempted from 8:00 a.m. to 12:00 noon.

Weight Limit

44 pounds (20 kilograms)

Size Limit

Greatest Length: 36 inches (900 millimeters)
Greatest Length and Girth Combined: 79 inches (2 meters)

EXPRESS MAIL INTERNATIONAL SERVICE—PEOPLE'S REPUBLIC OF CHINA

Express Mail International Service to the People's Republic of China is now available to additional cities. The following is the complete list of cities to which Express Mail International Service is now available:

Beijing
Changchun
Changsha
Chengdu
Chongging*
Dalian
Fuzhou
Guangzhou
Hongzhou
Harbin
Hefei*
Kunming*
Lianyungang
Nanjing
Nanning
Qingdao
Qinhuangdao
Shanghai
Shenzhen
Shenyang
Shijiazhuang
Suzhou
Taiyuan
Tianjin
Wuhan
Wuxi*
Xiamen
Xian
Zhengzhou
Zhuhai

*New Additions.

EXPRESS MAIL INTERNATIONAL SERVICE—TURKEY

Express Mail International Service to Turkey is now available to additional cities. The following is the complete list of cities to which Express Mail International Service is now available:

Adana
Adapazari
Afyon
Amasya*
Ankara
Antalya
Aydin
Balikesir
Bandirma*
Bodrum
Bolu
Burdur
Bursa
Canakkale
Cankiri
Corum
Darica*
Denizli
Derince*
Diliskelesi*
Diyarbakir
Duzce
Edirne
Erzurum
Eskisehir
Gaziantep
Gebze*
Giresun*
Hereke*
Icel (Mersin)
Isparta
Istanbul
Izmir
Izmit
Karabuk
Kastamonu
Kayseri*
Kirsehir*
Kirazyali*
Konya
Kusadasi
Malatya*
Manisa
Nigde
Ordu*
Rize
Samsun
Sapanca*
Selcuk
Tarsus
Tavsancil*
Tekirdag
Tokat*
Trabzon
Tuzla*
Tutunciftlik*
Van
Yarimca*
Zonguldak

*New Additions.

These changes will be incorporated into a future revision to the INTERNATIONAL MAIL MANUAL.

—Marketing Dept., 7–3–86.

Make annual examinations of all locks and keys to assure that individual clerks' keys will not open locked drawers, safe compartments, or stamp cabinets of other employees.

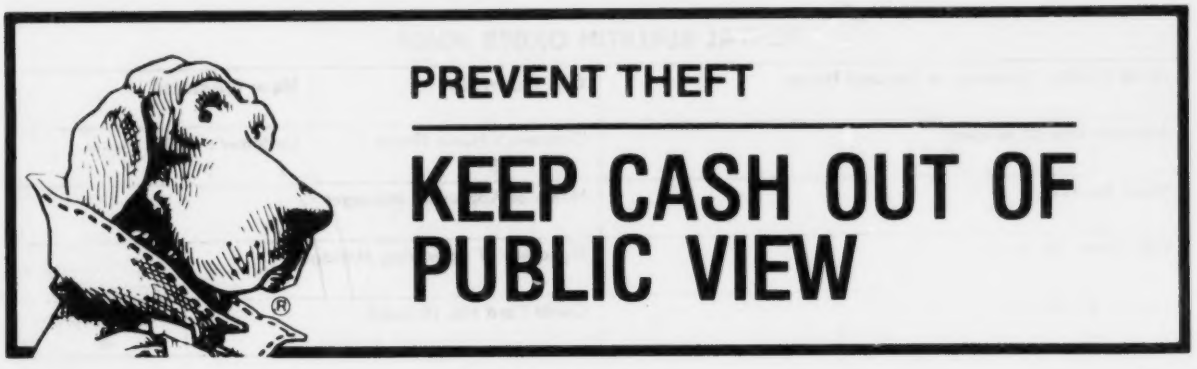
INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21572** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

011018	101802	303637	337514	489200	641073	782199	921321	958154
014310	112001	314536	339301	500010	641272	782208	921344	968195
018114	112004	322368	372195	520023	641523	782251	921416	968203
019030	112143	323045	374077	537024	701437	797132	924071	981134
019037	112197	324390	374102	537057	705002	802450	924077	981293
021016	113083	328154	392120	554221	706078	809033	924103	981353
021147	114107	331328	393042	600372	711218	837060	924111	981401
021188	117204	331555	405072	601012	731220	841003	926638	981478
021321	117259	331573	405075	601083	731241	841024	926658	981481
021360	142146	333252	415002	601230	741273	846013	926722	981510
021500	146215	333349	420006	601379	752194	850009	926738	981511
021501	165032	333367	430008	601406	760246	850329	926742	981525
031012	181020	333708	452267	601651	760265	856016	926825	981559
031014	198036	333740	452303	602015	760280	882074	931008	981571
038080	200381	334001	452328	605503	761111	901060	931817	981573
066045	200392	334028	452333	607263	770072	901234	931818	981611
069219	200426	335022	452339	607488	770219	901391	931830	989019
069241	223053	335030	454094	612021	770343	902437	931879	989039
069251	282125	335034	460006	616035	770401	902451	945251	992157
071463	282187	335189	462211	616036	770544	902452	945271	995230
078003	283093	335566	462213	616037	770601	907238	945285	997087
080016	283096	336049	462215	616038	770632	907252	945294	997088
080112	283111	336077	464010	616039	770783	910210	945304	997089
085006	283124	336616	464065	616040	770831	913300	954076	997090
101162	292146	336624	477013	625002	770870	917553	954212	997120
101433	303624	336630	478008	631185	773050	917556	958131	
101516	303634	337080	489029	631329	781007	917562	958139	

—Marketing Dept., 7–3–86.



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WASHINGTON, DC 20260-1571
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FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
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FIRST-CLASS

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City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
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Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21574

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

JUL 23 1986

PB 21574—July 10, 1986—16 Pages

STOCKHOLMIA '86 Souvenir Card

U. S. GOVT. PUBS. DEPOSITORY 376

Note: Do Not Sell Before August 28, 1986.

A souvenir card is being issued to honor STOCKHOLMIA '86, the international philatelic exhibition being held in Stockholm, Sweden, August 28–September 7, 1986. Two stamps are reproduced on the card in tribute to the 350th anniversary of Sweden's postal system. The 15-ore Swedish stamp was issued in 1936 and depicts a post rider as does the 2-cent United States stamp issued in 1869. The latter was one of the first U.S. stamps to feature an illustration instead of a portrait.

Collectors. Customers may purchase the uncanceled version of this card for $2.00 at authorized philatelic centers. Canceled and uncanceled versions are available by mail order from the Philatelic Sales Division. The canceled cards are $2.22 each. A 22-cent U.S. Flag stamp will be affixed to the card and canceled with a Washington, D.C., circular date stamp of August 28, 1986. Mail orders, subject to the usual $5.00 minimum and 50-cent handling fee per order, should be addressed to STOCKHOLMIA '86 Souvenir Card, Philatelic Sales Division, Washington, D.C. 20265-9997.

Supply. Beginning with this issue, souvenir cards will be distributed in packages of 50 instead of 100. An automatic distribution will be made to post offices with authorized philatelic centers. Post offices with philatelic centers requiring additional stock of this card, ***item 506,*** are to order from their regional accountable paper depository on a Form 17A, *Accountable Items Requisition from Stamp Distribution Offices,* in multiples of 50.

—Marketing Dept., 7–10–86.

ELM Revision

Leave Without Pay (LWOP)

In order to align approval authority with the revised field management structure, the following change to the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 514.32 concerning authority to approve leave without pay is effective immediately.

* * * * *

514.32 Field Division General Managers/Postmasters. Field Division General Managers/Postmasters may approve requests for LWOP which are not in excess of 2 years.

This revision will be incorporated in the next transmittal letter of the ELM.

—Employee Relations Dept., 7–10–86.

Security

Security involves all Postal Service employees and applies to mail, personnel, and facilities. Security involvement requires the concern and cooperation of all employees. Employees can increase security through these preventive measures:

1. Limit access to all workroom areas to authorized on-duty postal employees.
2. Lock workroom doors whenever safety and work conditions permit.
3. Be alert at all times to avoid security violations and to protect employees, funds, property and the mail.
4. Notify postal inspectors and the police if suspicious strangers are observed loitering in or near the post office.

Remember security is everyone's business.

—Inspection Service, 7–10–86.

Correction

Automatic COLA Roll-in for Certain Bargaining Unit Nurses

POSTAL BULLETIN 21572, 6/26/86, incorrectly indicated that the option to roll in the COLA granted under the 1983 contract ($1,456 per annum) would be implemented July 25, 1986. This change was implemented July 5, 1986, and will be reflected in the pay checks dated July 25, 1986.—*Dept. of the Controller, 7–10–86.*

SAFETY IS NO ACCIDENT

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P1.3:

Postal Nurses' Schedule (PNS) Pay Changes

Note: The Postal Nurses' Schedule is shown on pages 3 and 4.

In accordance with the provisions of the 1986–90 USPS–NPPN Agreement, the Postal Nurses' Schedule (PNS) is increased as follows:

1. *Effective March 15, 1986 (PP 7–86),* a general increase of $500 per year (24 cents per hour) to basic salary.

2. *Effective June 7, 1986 (PP 13–86),* a roll-in of $3,931 per year ($1.89 per hour) COLA from the 1980–83 USPS–NPPN Agreement into basic salary for nurses in the regular (non-RES) version of the PNS; a roll-in of $1,456 per year (70 cents per hour) from the 1983–86 USPS–NPPN Agreement into basic salary for nurses in the Retiree Eligible (RES) version of the PNS.

3. *Implementation.* The general increase of $500 and the $1,456 optional COLA Roll-in will be implemented effective July 5, 1986 (PP 15–86) and will first be reflected in paychecks distributed July 25, 1986. The roll-in of $3,931 was effected June 7, 1986 as stated in Postal Bulletin 21572, 6/26/86.

4. *Retroactive Adjustment.* The date of the payment covering the retroactive adjustment on that portion of the negotiated $500 basic salary increase for the pay periods between March 15, 1986 (PP 7–86) and July 5, 1986 (PP 15–86) will be announced later.

5. *Retirement Withholding.* The withholding of 7 percent of gross basic pay on that portion of the $1,456 per year COLA for those eligible employees exercising the COLA roll-in option for pay periods between June 7, 1986, and July 5, 1986 (PP 13–86 and 14–86) will be accomplished at the time the retroactive pay adjustment is made.

—Employee Relations Dept., 7–10–86.

Precanceled Stamps

Recent articles published in philatelic newspapers have contained confusing information on the use of precanceled stamps. The following is a clarification of Postal Service regulations:

1. Although precanceled stamps typically are used to pay postage on bulk mailings, they also may be used on single piece or limited size mailings as long as the proper amount of postage is paid. Bulk rate discounts do not apply under such usage.

2. All users of precanceled stamps must have an approved permit, Form 3620, *Permit to Use Precanceled Stamps or Envelopes,* on file.

3. Those who do not have permits may purchase precanceled stamps only for philatelic purposes.

4. Mail bearing precanceled stamps may not be deposited in street collection boxes. All such mail must be presented to authorized postal employees at weigh units, window units, or detached mail units of the post office where the mailer's permit is held. When such use is not part of a qualifying bulk mailing, stamps should be canceled with a dated device by the accepting clerk.

5. A mailer may use precanceled stamps along with regular stamps on the same mailpiece for full payment of postage. In this event, a permit must also be on file and mail must be presented as in item 4 above.

6. Unless a bulk mailing is being made, it is not necessary to complete a Form 3602 PC, *Statement of Mailing With Bulk Rates,* simply because a mailer uses precanceled stamps.

7. Precanceled stamps bearing endorsements such as "Presorted First Class" may be used in any mailing as long as the appropriate amount of total postage is reflected on each piece.

—Rates & Classification Dept., 7–10–86.

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/city	Name covered	Product
MO, St. Louis 63146–4502	John E. Phelps & Associates, 12532 Larkwood Drive.	The offering of loans.

—Judicial Officer, 7–10–86.

ZIP Code Speeds and Simplifies Mail Handling.
ZIP Code your mail.

RSC G

POSTAL NURSES' SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE JUNE 7, 1986 (PP 13-86)

PNS GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
1	Basic	22,131	22,481	22,831	23,181	23,531	23,881	24,231	24,581	24,931	25,281	25,631	25,981	350
	COLA	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	
	Base	23,587	23,937	24,287	24,637	24,987	25,337	25,687	26,037	26,387	26,737	27,087	27,437	

PART-TIME FLEXIBLE SCHEDULE
EFFECTIVE JUNE 7, 1986 (PP 13-86)

1	Basic	11.02	11.20	11.37	11.54	11.72	11.89	12.07	12.24	12.42	12.59	12.76	12.94	
	COLA	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	
	Base	11.72	11.90	12.07	12.24	12.42	12.59	12.77	12.94	13.12	13.29	13.46	13.64	

* * * * * RETIREE ELIGIBLE SCHEDULE * * * * *

RSC G1

POSTAL NURSES' SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE JUNE 7, 1986 (PP 13-86)

PNS GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
1	Basic	23,587	23,937	24,287	24,637	24,987	25,337	25,687	26,037	26,387	26,737	27,087	27,437	350
	COLA	0	0	0	0	0	0	0	0	0	0	0	0	
	Base	23,587	23,937	24,287	24,637	24,987	25,337	25,687	26,037	26,387	26,737	27,087	27,437	

PART-TIME FLEXIBLE SCHEDULE
EFFECTIVE JUNE 7, 1986 (PP 13-86)

1	Basic	11.75	11.92	12.10	12.27	12.44	12.62	12.79	12.97	13.14	13.32	13.49	13.66	
	COLA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Base	11.75	11.92	12.10	12.27	12.44	12.62	12.79	12.97	13.14	13.32	13.49	13.66	

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)	1-2	2-3	3-4	4-5	5-6	6-7	7 8	8-9	9-10	10-11	11-12
Grade 1	52	44	44	44	44	44	34	34	26	26	24

NOTE: Roll-in of $3,931 COLA from 1980-83 USPS-NPPN Agreement into basic salary for Non-RES;
$1,456 rolled-in to basic salary from 1983-86 USPS-NPPN Agreement for RES.

RSC G

POSTAL NURSES' SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE MARCH 15, 1986 (PP 7-86)

PNS GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
1	Basic	18,200	18,550	18,900	19,250	19,600	19,950	20,300	20,650	21,000	21,350	21,700	22,050	350
	COLA	5,387	5,387	5,387	5,387	5,387	5,387	5,387	5,387	5,387	5,387	5,387	5,387	
	Base	23,587	23,937	24,287	24,637	24,987	25,337	25,687	26,037	26,387	26,737	27,087	27,437	

PART-TIME FLEXIBLE SCHEDULE
EFFECTIVE MARCH 15, 1986 (PP 7-86)

1	Basic	9.06	9.24	9.41	9.59	9.76	9.94	10.11	10.28	10.46	10.63	10.81	10.98	
	COLA	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59	
	Base	11.65	11.83	12.00	12.18	12.35	12.53	12.70	12.87	13.05	13.22	13.40	13.57	

***** RETIREE ELIGIBLE SCHEDULE *****

RSC G1

POSTAL NURSES' SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE MARCH 15, 1986 (PP 7-86)

PNS GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
1	Basic	22,131	22,481	22,831	23,181	23,531	23,881	24,231	24,581	24,931	25,281	25,631	25,981	350
	COLA	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	
	Base	23,587	23,937	24,287	24,637	24,987	25,337	25,687	26,037	26,387	26,737	27,087	27,437	

PART-TIME FLEXIBLE SCHEDULE
EFFECTIVE MARCH 15, 1986 (PP 7-86)

1	Basic	11.02	11.20	11.37	11.54	11.72	11.89	12.07	12.24	12.42	12.59	12.76	12.94	
	COLA	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	
	Base	11.72	11.90	12.07	12.24	12.42	12.59	12.77	12.94	13.12	13.29	13.46	13.64	

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12
Grade 1	52	44	44	44	44	44	34	34	26	26	24

NOTE: These schedules include a $500 per annum (24 cents per hour) general increase.

DMM Revision

Endorsements on Mail Returned to Sender

Background

Endorsements 17 and 20 in DOMESTIC MAIL MANUAL (DMM) Exhibit 159.14 prescribe the words to be stamped on mail returned to the sender because of orders issued under 39 U.S.C. 3005, the postal false representation and lottery law. Because the previous wording tended to mislead or confuse recipients of such returned mail, the following revisions have been made. A copy of DMM 159.14 with these revisions appears on page 6.

Summary of Changes

1. Endorsement 17 has been revised to clarify the language.

2. Endorsement 20, which has also been revised to clarify language, has been renumbered 21.

3. New endorsement 20 has been added to reflect the fact that some orders for return of mail are issued due to violations of both the postal false representation and lottery provisions in the law.

These changes will be incorporated into a future issue of the DMM.—*Law Dept., 7–10–86.*

ELM Revision

Administrative Leave

Current regulations do not specially delineate approval for administrative leave for Acts of God beyond 3 days. The following change to the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 519.212 places this authority with the Field Division General Managers/Postmasters and is effective immediately.

519.212 Authorizing Administrative Leave for Acts of God

a. Postmasters and Installation Heads. Postmasters and other installation heads have authority to approve administrative leave for up to 1 day.

b. MSC and BMC Managers. MSC and BMC managers may authorize administrative leave beyond 1 day, but not to exceed a total of 3 days for their installation and those reporting to it.

c. Field Division General Managers/Postmasters. Field Division General Managers/Postmasters may approve administrative leave for periods up to and in excess of 3 days for their installation and those reporting to it.

This revision supersedes an article on the same subject published in POSTAL BULLETIN 21529, 8–29–85. This change will be incorporated into the next transmittal letter of the ELM.

—*Employee Relations Dept., 7–10–86.*

Endorsement	Reason for nondelivery
1. No Such Office in State.	Addressed to a nonexistent post office.
2. No Such Street	Addressed to a nonexistent street and the correct street is not known.
3. No Such Number.	Addressed to a nonexistent number and the correct number is not known.
4. Insufficient Address.	Mail from another post office fails to bear a number, street, box number, route number, or geographical section of the city or city and State is omitted and the correct address is not known.
5. Returned For Better Address.	Mail of local origin is incompletely addressed for distribution or delivery.
6. Illegible	Address cannot be read.
7. Not Deliverable As Addressed—Unable to Forward.	Mail is undeliverable at address given; no Change of Address Order on file; forwarding order has expired; forwarding postage not guaranteed by sender or addressee; or mail bears sender's instructions *DO NOT FORWARD.*
8. Outside Delivery Limits.	Addressed to a location outside the limits of delivery of the post office of address (see 155.5). Mail for Out-of-Bounds customers must be retained in general delivery for the prescribed retention period unless addressee has filed an order.
9. No Mail Receptacle.	Addressee has failed to provide a receptacle for the receipt of mail.
10. Returned for Postage.	Mail has no postage and there are no indications that the postage has fallen off.
11. Moved, Left No Address.	Addressee has moved and has not filed a change of address order.
12. Temporarily Away.	Addressee is temporarily away and retention period for holding mail has expired.
13. Attempted-Not Known.	Delivery attempted, addressee is not known at the place of address.
14. Refused	Addressee has refused to accept mail or pay postage charges thereon.
15. Vacant	House, apartment, office or building is not occupied. Used only on mail addressed *Occupant.*
16. Box Closed—No Order.	Post office box has been closed for nonpayment of rent.
17. Returned to Sender Due to Addressee's Violation of Postal False Representation Law.	Mail is returned to sender under a false representation order.
18. Unclaimed	Addressee abandons or fails to call for mail.
19. Deceased	Used only when it is known that the addressee is deceased and the mail is not properly deliverable to another person. This endorsement must be made personally by the delivering emloyee and under no circumstances may it be rubber-stamped. Mail addressed *in care of* another will be marked to indicate which person is deceased.
20. Returned to Sender Due to Addressee's Violation of Postal False Representation and Lottery Law.	Mail is returned to sender under a false representation order and a lottery order.
21. Returned to Sender Due to Addressee's Violation of Postal Lottery Law.	Mail is returned to sender under a lottery order.
22. In Dispute	Mail is returned to sender by order of the Regional Counsel when it cannot be determined which of disputing parties has better right to the mail.

Exhibit 159.14—Endorsements for Mail Undeliverable-As-Addressed

ORDERING PROCEDURES FOR SPECIAL-PRINT ENVELOPES

Postmasters who need the special-print penalty envelopes covered by this notice should forward their requirements, using Form 7381, *Requisition for Supplies, Services or Equipment,* to the Procurement and Materiel Management Service Office and/or new Division office servicing their installation. The Service Office Contracting Officer will issue the delivery order (Form 7334, *Order-Invoice-Voucher*) to the contractor supplying the specific style required. One copy of the order will be sent to the Manager, Contracts Branch, Eastern Area Supply Center, U.S. Postal Service, VA Depot, Route 206, Somerville, NJ 08877–9993.

A. Envelopes Available

Table 1 provides all necessary details for ordering envelopes under the contract awarded and administered by the Eastern Area Supply Center. Table 2 contains a list of contractors. Retain this notice for use in placing orders directly with the contractors for each item as specifically indicated.

B. Ordering

Envelopes to be furnished under these contracts are ordered by the issuance of a delivery order. One copy of each delivery order will be sent to:

Manager, Contracts Branch
Eastern Area Supply Center
U.S. Postal Service
VA Depot, Route 206
Somerville, NJ 08877–9993

Delivery orders can be issued from June 9, 1986, through May 31, 1987. All delivery orders issued are subject to the terms and conditions of the contract.

C. Minimum Requirements

Do not place orders for less than 5,000 envelopes under Style Nos. 10, 32, 101, 403, 404, 409, and 429 A B, nor for less than 1,000 envelopes under Style Nos. 130, 390, 396, and 402.

D. Maximum Orders

1. The contractor (see tables 1 and 2) is not obligated to honor:

a. Any order for a single item in excess of 300,000 envelopes.

b. Any order for a combination of items in excess of 600,000 envelopes.

2. The Postal Service may issue orders which provide for delivery to or performance at multiple destinations.

E. Quantity Variation (July 1971)

The permission variation under the clause of the General Provisions entitled *Variation in Quantity* is limited to:

Increase—10% or not in excess of 10,000 envelopes, whichever is smaller.

Decrease—10% or not less than 10,000 envelopes, whichever is smaller.

This increase or decrease applies to each item on each delivery order issued under this contract.

F. Delivery

1. *Construction and Printing Proofs.* Delivery orders will specify when proofs of construction and/or printing are required. When proofs are specified, it is incumbent upon the contractor to submit a proof of printing within a reasonable time after receipt of the delivery order and to calculate this lapse of time in the production schedule so that complete shipment will be made within the specified delivery time. Requests from ordering offices for proofs, or the voluntary submission of proofs by the contractor, will in no way delay the delivery time.

2. *Shipments.* Delivery orders received by the contractor will be delivered in the sequence in which they are received. Delivery will be completed within 90 calendar days from date of delivery order. Accelerated deliveries will be accepted at no additional cost to the Postal Service.

Contractor will deliver shipments of less than 200 pounds to the Postal Service at the point of origin for shipment through the mails in the usual manner to the ordering offices or destinations. *Permit #10 labels are to be furnished by the ordering office,* together with Form 3817, *Certificate of Mailing.*

Where envelopes weighing 200 pounds or more are ordered FOB Point of Origin (see table 1), the envelopes will be shipped under Government Bills of Lading furnished with the delivery order.

NOTE: FOB origin prices include delivery by the contractor, *free of expense to the Postal Service,* to any postal-designated point located within *the same commercial zone.* (General Provision 14, PS Form 7332, applies.) The Traffic Branch, Washington, D.C., PEN 268–2120, can assist you with information concerning boundaries of commercial zones.

G. Questions

Ordering offices having any questions concerning the above contracts should refer them to the Manager, Contracts Branch, Eastern Area Supply Center, U.S. Postal Service, Somerville, NJ 08877–9993, PEN 440–2225.

H. This notice is effective through May 31, 1987.

Table 1. Envelopes Available Under Contract

Style No.	Contractor
Style 10 For Requisitioning Accountable Paper.	Service Envelope FOB Detroit, MI 11 lbs per m. $13.58 per m.
Style 32 For Returning Dead Letters.	Service Envelope FOB Detroit, MI 14 lbs per m. $57.28 per m.
Style 101 General Usage	Westvaco FOB Springfield, MA 77 lbs per m. $33.80 per m.
Style 130 Timecards and Checks for Quantities in Excess of 100.	Mail-Well Envelope FOB Cleveland, OH 40 lbs per m. $55.94 per m.—plain $55.94 per m.—printed
Style 390 Registered Jacket	Service Envelope FOB Detroit, MI 74 lbs per m. $126.77 per m.
Style 396 International Registered Jacket.	Service Envelope FOB Detroit, MI 103 lbs per m. $155.40 per m.
Style 402 Timecards and Checks in Quantities from 1–12 (Window).	Service Envelope FOB Detroit, MI 16 lbs per m. $11.28 per m.
Style 402B Timecards and Checks in Quantities from 1–12 (Window).	Service Envelope FOB Detroit, MI 16 lbs per m. $11.28 per m.
Style 403 Savings Bonds (Window)	Mail-Well Envelope FOB Cleveland, OH 12 lbs per m. $10.68 per m.
Style 404 Timecards and Checks in Quantities from 13–100 (Window).	Mail-Well Envelope FOB Cleveland, OH 37 lbs per m. $72.81 per m.
Style 408 Letter Bill Window	Mail-Well Envelope FOB Cleveland, OH 11 lbs per m. $11.53 per m.
Style 409 Letter Bill	Service Envelope FOB Detroit, MI 20 lbs per m. $19.09 per m.
Style 429 A & B Window	Boston Envelope Company FOB Mansfield, MA 10 lbs per m. $18 per m.

Table 2. List of Contractors

Name and address	Contract No.	Delivery	Terms
Boston Envelope Co., Inc., Attention: Tracie A. Sperrazza, 31 Middlesex Road, Mansfield, MA 02048–1827, (617) 339–6901, Ext. 223.	337100–86–V–Z608	90 Days	Net.
Mail-Well Envelope, Attention: Ralph Stover, 4500 Tiedeman Road, Cleveland, OH 44144–2330, (216) 252–4100.	337100–86–V–Z609	90 Days	N/30.
Service Envelope Co., Attention: Paul Bloink, 1301 Harper Avenue, Detroit, MI 48211–2595, (313) 872–6000.	337100–86–V–Z610	90 Days	N/30.
Westvaco, Attention: Barry Levenson, US Envelope Division, P.O. Box 3300, Springfield, MA 01101–3300, (413) 736–7211. *Plant Location:* 315 Industry Avenue Springfield, MA 01104–3246 *Pay To:* P.O. Box 191 Springfield, MA 01101–0191	337100–86–V–Z611	90 Days	N/30.

—Procurement and Supply Dept., 7–10–86.

SAFETY BULLETIN

No. 86–3

SUBSTANCES CONTAINING METHYLENE CHLORIDE

POTENTIAL HAZARD

The continued use of solvents, cleaners, and other products containing methylene chloride (MEC) may pose a health hazard to employees if the substance is not properly controlled. Every effort must be made to find a replacement for products containing MEC, especially those used to remove paint and other finishes.

CONTROL MEASURES

Safety and health personnel must take steps to evaluate and recommend controls regarding the use of MEC. Employees who use MEC must be sampled for breathing zone exposures. At a minimum use, appoved gas detector tubes to determine peak and 8-hour time-weighted average exposures, and more sophisticated sampling methods may be required dependent on the operation. Use ventilation, interim respiratory protection, and other protective equipment to keep exposures at or below the American Conference of Governmental Industrial Hygienists Threshold Limit Value of 100 PPM as a time weighted average (TWA). No exposure should exceed 500 PPM.

Local exhaust ventilation should be the primary means of controlling exposure to vapors. Where exhaust ventilation is impractical or before such ventilation can be installed, respirators must be used to preclude exposures above 100 PPM (TWA) or 500 PPM peak. Use positive pressure supplied air respirators or self-contained breathing apparatus over a full-shift exposure. Chemical cartridge respirators are not recommended, but they may be used for short term exposures to lower levels of MEC, i.e., less than thirty minutes at no greater than 500 PPM. Viton-coated gloves offer best protection but are expensive and wear poorly. Use neoprene or similar materials for short-term contact.

GUIDELINES

The Occupational Safety and Health Administration has issued guidelines for controlling exposure to MEC. Individual copies of these guidelines are available from the Department of Labor, and may be obtained by contacting DOL officials at (202) 523–9667. Questions concerning technical matters may be addressed to Regional/Divisional Safety and Health personnel or the Office of Safety and Health, Headquarters, PEN 268–3692.

INTERNATIONAL MONEY ORDERS

These instructions clarify procedures for international and domestic-international money order issuance and cashing transactions to and from other countries.

Issue the regular *domestic* money order to these 14 countries only:

1. Canada
2. Antigua
3. Bahamas
4. Barbados
5. Belize
6. British Virgin Islands
7. Dominica
8. Grenada
9. Jamaica
10. Montserrat
11. Saint Kitts-Nevis-Anquilla
12. Saint Lucia
13. Saint Vincent
14. Trinidad & Tobago

Money orders from these countries are made payable in U.S. dollars. No exchange rate is required. Note: We do not accept money orders from Jamaica or Trinidad & Tobago.

Canada

The Canadian exchange rate in POSTAL BULLETIN 21562, 4–17–86, is provided for *issuance* purposes only. The tables of conversion rates are listed to minimize clerical calculations.

Use the U.S.-Canada Money Order Conversion Rates table when a customer wishes to send U.S. dollars without wanting to know the specific equivalent Canadian dollar value.

Use the Canadian-U.S. Money Order Conversion Rates table when a customer wishes to make sure the payee in Canada gets a specific amount of Canadian dollars and wants to know the U.S. dollar amount to pay the clerk. For example, a subscription to a Canadian magazine of $50 Canadian equals $36.23 U.S. (PB 21562, 4–17–86).

Do *not* use the Canadian-U.S. Money Order Conversion Rates table to discount the value of Canadian money orders. Pay the full U.S. Dollar amount imprinted on Canadian money orders.

Do *not* cash Canadian money orders issued in Canadian dollars only.

When a money order is issued for payment in Canada, the issuing employee must imprint the money order in U.S. dollars and write in the Canadian dollar amount in the "USED FOR" block of the money order. This requirement applies to Canada only. Do *not* write exchange values for any other country.

Japan

Use our pink money order (form MP1) for orders issued to Japan only, no other country.

Do *not* use green colored *Authorization to Issue An International Money Order* form set for Japan. The Money Order Division will return all "Authorizations" to the issuing offices for reprocessing with a memorandum explaining how to reconcile the "Authorization" with the issuance of our pink MP1 form set and with instructions to assist the customer.

Cash the pink MP1 money order *from Japan* (PB 21523, 7–18–85).

Do *not* cash an MP1 from any other country.

If commercial banks ask how to process *pink MP1s from Japan,* tell them to submit the pink MP1s to their servicing Federal Reserve Bank. Commercial banks should put the MP1 into a document carrier, encode the U.S. Postal Service transit or routing symbol number "000008002" and the amount imprinted. This is standard procedure for nonstandard financial instruments. Our own check size pink MP1 orders are designed for processing in the banking system.

MP1s From Other Countries

If the MP1 is from any country but Japan, inform the customer to return it to the purchaser. Explain that the MP1 purchaser should have used the international money order service. This service is similar to our procedure, *Authorization to Issue an International Money Order.*

Should a clerk accidentally cash another country's pink MP1, then the post office should contact the Money Order Division, St. Louis Postal Data Center, for assistance (PEN 436–5099 or 314–436–5099).

General Reminders

Offices must be authorized to issue international money orders (F–1, *Financial Handbook for Post Offices,* section 684). They must use the *Authorization to Issue an International Money Order* form set and follow appropriate procedures described in the INTERNATIONAL MAIL MANUAL (IMM) for all countries having money order service except for the 14 countries using the domestic form and Japan.

Inform customers that it takes approximately four weeks from the date of purchase before the payee gets delivery of an international money order. This will help minimize customer correspondence on the status of international money orders.

If you have questions or need assistance, please call the Business Systems Division (PEN 268–5181 or (202) 268–5181) at Postal Service Headquarters.—*Rates & Classification Dept., 7–10–86.*

Pile sacks evenly to avoid damage and to conserve space

NON-FOREIGN PER DIEM RATE CHANGES

Changes in per diem rates prescribed for official travel in Alaska, Hawaii, the Commonwealth of Puer Rico, and possessions of the United States effective **May 1, 1986.**

Locality	Maxi-mum rate
Alaska	
Adak [1]	$19.00
Anaktuvuk Pass	140.00
Anchorage	122.00
Atqasuk	215.00
Barrow	144.00
Bethel	124.00
*Cold Bay	120.00
Coldfoot	122.00
College	105.00
Cordova	113.00
Deadhorse	113.00
Dillingham	114.00
Dutch Harbor-Unalaska	105.00
Eielson AFB	105.00
Elmendorf	122.00
Fairbanks	105.00
Ft. Richardson	122.00
Ft. Wainwright	105.00
Juneau	109.00
Kenai	119.00
Ketchikan	113.00
Kodiak	110.00
Kotzebue [3]	126.00
Murphy Dome [3]	105.00
Noatak	126.00
Nome	136.00
Noorvik	126.00
Petersburg	113.00
Point Hope	160.00
Point Lay	179.00
Prudhoe Bay	113.00
Sand Point	103.00
Shemya AFB [3]	30.00
Shungnak	126.00
Sitka-Mt. Edgecomb	113.00
Skagway	113.00
Spruce Cape	110.00
St. Mary's	100.00
Tanana	136.00
Valdez	136.00
Wainwright	165.00
Wrangell	113.00
Yakutat	100.00
All other localities [3]	91.00
American Samoa	81.00
***Guam M.I**	93.00
***Hawaii:**	
Hawaii, Island of:	
Hilo	59.00
Other	84.00
Oahu, Island of	98.00
All Other Islands	84.00
Johnston Atoll [2]	23.00
Midway Islands [1]	13.00

Locality	Maxi-mum ra
Puerto Rico:	
Bayamon:	
12–16—5–15	$132
5–16—12–15	105
Carolina:	
12–16—5–15	132
5–16—12–15	105
Fajardo (Incl Luquillo):	
12–16—5–15	132
5–16—12–15	105
Ft. Buchanan (Incl GSA Service Center, Guaynabo):	
12–16—5–15	132
5–16—12–15	105
Ponce (Incl Ft. Allen NCS)	99
Roosevelt Roads:	
12–16—5–15	132
5–16—12–15	105
Sabana Seca:	
12–16—5–15	132
5–16—12–15	105
San Juan (Incl San Juan Coast Guard Units):	
12–16—5–15	132
5–16—12–15	105
All other localities	111
Virgin Islands of U.S.:	
12–1—4–30	126
5–1—11–30	112
Wake Island [2]	20
All Other Localities	20

[1] Commercial facilities are not available. The per diem covers charges for meals in available facilities plus an ad tional allowance for incidental expenses and will be increa by the amount paid for Government quarters by the trave For Adak, Alaska—when Government quarters are not lized, and quarters are obtained at the Simone Construct Inc. camp, a daily travel per diem allowance of $71.5 prescribed to cover the cost of lodging, meals and incide expenses at this facility.

[2] Commercial facilities are not available. Only Governm owned and contractor operated quarters and mess are a able at this locality. This per diem rate is the amount ne sary to defray the cost of lodging, meals and incide expenses.

[3] On any day when U.S. Government or contractor quar and U.S. Government or contractor messing facilities used, a per diem rate of $13 is prescribed to cover meals incidental expenses at Shemya AFB and the following Force Stations: Cape Lisburne, Cape Newenham, Cape manzof, Clear, Fort Yukon, Galena, Indian Mountain, Salmon, Sparrevohn, Tatalina and Tin City. This rate wi increased by the amount paid for U.S. Government or tractor quarters and by $4 for each meal procured commercial facility. The rates of per diem prescribed he apply from 0001 on the day after arrival through 2400 on day prior to the day of departure.

*Indicates a new locality or change in maximum

—Dept. of the Controller, 7–10–

Green security pouches must be returned to concentration points—not stored in hampers

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21573** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

011018	112001	314536	337080	477013	625002	782251	924071	968195
018114	112004	322368	337514	478008	631185	797132	924077	968203
019030	112143	323045	339301	489029	631329	802450	924103	981134
019037	112197	324390	372195	520023	641073	837060	924111	981293
021016	113083	328154	374077	537024	641523	841003	926638	981353
021147	114107	331328	374102	537057	701437	841024	926658	981401
021188	117204	331555	392120	554221	705002	846013	926722	981478
021321	117259	331573	393042	600372	706078	850009	926738	981481
021500	142146	333252	405072	601012	731220	850329	926742	981510
021501	146215	333349	405075	601083	752194	882074	926825	981511
031012	165032	333367	415002	601230	760246	901060	931008	981525
031014	181020	333708	420006	601379	760265	901234	931817	981559
038080	198036	333740	430008	601406	760280	901391	931818	981571
066045	200381	334001	452267	601651	761111	902437	931830	981573
069219	200392	334028	452303	602015	770219	902451	931879	981611
069241	200426	335022	452328	605503	770343	902452	945251	989019
069251	223053	335030	452333	607263	770401	907252	945271	989039
078003	282125	335034	452339	607488	770544	910210	945285	992157
080016	282187	335189	454094	612021	770601	913300	945294	997120
080112	283093	335566	460006	616035	770632	917553	945304	
085006	283096	336049	462211	616036	770783	917556	954076	
101162	283111	336077	462213	616037	773050	917562	954212	
101433	283124	336616	462215	616038	781007	921321	958131	
101516	292146	336624	464010	616039	782199	921344	958139	
101802	303637	336630	464065	616040	782208	921416	958154	

—Marketing Dept., 7–10–86.

PREVENT THEFT

LOCK DOORS AND WINDOWS AT NIGHT

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21572 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder—check for altered dollar amounts by holding money order to the light.***

269 419 8661 to 8699
271 186 6453 to 6463
274 507 3213 to 3299
278 965 4900 to 4917
279 022 5467 to 5499
279 256 2135 to 2199
280 255 8618 to 8647
280 619 5719 to 5732
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 389 9242 to 9299
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
365 842 7960 to 7999
365 997 7565 to 7699
366 772 6702 to 6799
366 998 7669 to 7681
367 303 6006 to 6099
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
368 371 3923 to 3999
369 718 3783 to 3799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial-numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21557 article.

459,203,201 to 3,300
459,219,301 to 9,900
459,831,901 to 2,500
460,008,060 to 8,075
461,137,601 to 7,900
461,170,981 to 1,000
461,304,906 to 5,100
461,393,102 to 3,400
461,757,001 to 7,500
461,882,656 to 3,200
462,378,501 to 8,600
463,196,321 to 6,340
463,221,045 to 1,200
463,312,700 to 2,800
463,792,231 to 2,300
465,721,001 to 1,200
466,469,490 to 9,500
467,078,146 to 8,400
467,224,173 to 4,200
467,229,732 to 9,800
467,245,501 to 6,000
467,246,033 to 6,100
468,399,981 thru 468,400,000
469,281,701 to 1,800
469,899,682 to 9,720
470,922,901 to 3,300
472,349,101 to 9,600
472,395,284 to 5,400
474,094,501 to 4,800
474,155,876 to 5,900
475,972,101 to 2,160
475,977,186 to 7,240
476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
488,553,870 to 4,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
509,073,646 to 5,100
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
513,795,458 to 5,500
528,910,726 to 0,900
515,697,926 to 7,929
515,790,190 to 0,230
515,892,011 to 020
516,649,101 to 9,200
516,882,201 to 2,300
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
520,736,961 to 7,000
521,995,972 to 996,008
522,798,708 to 8,800
523,727,009 to 100
525,483,962 to 4,000
525,774,402 to 4,600
526,389,501 to 9,600
539,989,721 to 9,800

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

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POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21575

UNITED STATES POSTAL SERVICE

postal bulletin

Published Since March 4, 1880

NEWARK PUBLIC LIBRARY

PB 21575—July 17, 1986—64 Pages

AUG 6 1986

U. S. GOVT. PUBLICATIONS
DEPOSITORY 376

DMM Revision

Markings on Second-Class Publication Wrappers

Please refer to POSTAL BULLETIN 21567, 5/22/86, article entitled same as above. The revision to 453.2a(3) should read as follows:

453.2 Endorsements and Other Markings

* * * * *

(3) As an alternative to printing the information in *(1)* and *(2)*, only the words "Second-Class". . . (the remainder of this section is unchanged).

Also, since the transient rate has been eliminated, delete the last sentence is 136.312 as follows:

136.312 Payment of Postage. *Delete* the last sentence which reads "When postage at the transient second-class rate is paid on the publication, follow the procedure in 136.32".

—Rates & Classification Dept., 7-17-86.

Postage Meter Location Control

During the week of August 4, postal data centers (PDCs) will send post offices licensing postage meters a list of meters installed and withdrawn since the last verification. Postmasters must return an updated and verified list to the appropriate PDC by **August 15.** The list must be checked for accuracy as follows:

1. Meters Withdrawn From Service

a. Verify each withdrawal as indicated on Form 3610, *Record of Postage Meter Settings,* by branch or station location and numerical files.

b. Mark the list to indicate "withdrawals" which are still in service. Annotate the user name and address.

2. New Meters Installed

a. Verify each new installation from numerical files.

b. Mark the list to indicate new meters not recorded.

c. Indicate correct branch or station name.

d. Indicate location code (see DOMESTIC MAIL MANUAL 144.64).

The Postal Service currently leases over one million meters to customers. Consequently, postmasters must (a) promptly verify post office and meter manufacturer location records and (b) cooperate with meter manufacturers to reconcile any subsequent location differences.

—Rates & Classification Dept., 7-17-86.

Equipment Inventory Reporting System (EIRS)—Cancellation of Circuits 800-392-2613, 800-325-2691 and 314-421-6468

Effective August 1, 1986, the Equipment Inventory Reporting System (EIRS) will be switching to alternative telecommunications access. The following circuits will be cancelled as of midnight ***July 31, 1986:*** 800-392-2613, 800-325-2691, 314-421-6468. All users of these circuits for communication purposes to a postal date center must contact St. Louis Postal Data Center, Customer Support Branch at (314) 425-5412 prior to July 31, 1986 to obtain instructions on proper means of access to the postal data center network. All EIRS users who have *not* received instructions for telecommunication access by July 31, 1986 should contact the Mail Transport Equipment Division at USPS Headquarters in Washington, DC. All other users must contact St. Louis Postal Data Center, Customer Support Branch at 314-425-5412 for more information on accessing the Postal Data Center network.

—Mail Processing Dept., 7-17-86.

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P 1.3:

International Mail—Service Restrictions

Postal employees are reminded of the following restrictions which apply to mail service with Chad, East Timor, Falkland Islands, Kampuchea (Cambodia), and Lebanon:

1. Chad

Service is limited to *airmail* items addressed only to the following cities in Chad: Abeche, Ati, Am-Timan, Baibokum, Benoye, Bongor, Bousso, Doba, Fianga, Fayal-Largeau, Gore, Kelo, Koumra, Kyabe, Lai, Lere, Mao, Maro, Moissala, Mongo, Moundo, N'Djamena, Pala, Sahr. There is no surface mail service.

2. East Timor

Service is limited to ordinary *airmail* post cards, letters and letter packages addressed only to the cities of Dili and Pante-Maskassar. There is no surface mail service.

3. Falkland Islands

Air parcel post service is suspended due to the lack of available transportation. All other services are available.

4. Kampuchea (Cambodia)

Service (air and surface) is limited to post cards, letters and letter packages not exceeding two (2) pounds, and printed matter including books and publishers periodicals not exceeding four (4) pounds. There is no parcel post service.

5. Lebanon

Service is limited to *airmail* post cards, letters and letter packages, small packets, printed matter including books, and publishers periodicals not exceeding four (4) pounds, and parcel post items not exceeding 11 pounds. There is no surface mail service.

—Rates & Classification Dept., 7–17–86.

Nonbargaining Unit Pay Changes

1. *Effective July 19, 1986 (PP 16–86),* career nonbargaining employees in the:

a. Executive and Administrative (EAS) Step Schedule;

b. EAS Non-Step Schedule; and the

c. EAS A–E Postmaster Schedule, will receive a 3.2% increase in their annual basic salary, calculated on the base salary in effect on July 18, 1986 (PP 15–86). The new salary schedules are shown on pages 3 and 4.

2. Employees in any of the EAS Schedules with a saved or protected rate (including those red-circled) will also receive the 3.2% increase in their annual basic salary.

3. EAS employees with a basic salary of less than $55,000 are eligible to receive COLA. However, the base salary (i.e., including COLA) cannot exceed $55,000.

4. Noncareer temporary and casual employees are excluded from receiving the 3.2% increase.

—Employee Relations Dept., 7–17–86.

Let's reduce costs, double check item numbers and quantities on all accountable paper requisitions.

Item EP–399

Registry Container Envelope

DO NOT send surplus EP–399 11" x 15" registry container envelopes to the supply centers. This causes unnecessary transportation, labor, and storage costs. Instead, *send excess EP–399 envelopes to the management sectional center or Division* where they will be used or redistributed.

—Procurement & Supply Dept., 7–17–86.

If the address on your mailing label of *Postal Life* or *Postal Leader* is incorrect, complete Form 1216, *Employee's Current Mailing Address.* This form is available from your Personnel Office. Return the completed form to your Personnel Office for processing. No other form can be used for this purpose.

EXECUTIVE AND ADMINISTRATIVE SCHEDULE (EAS)
STEP SCHEDULE
RSC E
EFFECTIVE JULY 19,1986 (PP 16-86)

EAS GRADE		1	2	3	4	5	6	7	8	9	STEP INCR.
1	Basic	14,205	14,592	14,979	15,366	15,753	16,140	16,527	16,914	17,301	387
	COLA	790	790	790	790	790	790	790	790	790	
	Base	14,995	15,382	15,769	16,156	16,543	16,930	17,317	17,704	18,091	
2	Basic	14,776	15,184	15,592	16,000	16,408	16,816	17,224	17,632	18,040	408
	COLA	790	790	790	790	790	790	790	790	790	
	Base	15,566	15,974	16,382	16,790	17,198	17,606	18,014	18,422	18,830	
3	Basic	15,369	15,799	16,229	16,659	17,089	17,519	17,949	18,379	18,809	430
	COLA	790	790	790	790	790	790	790	790	790	
	Base	16,159	16,589	17,019	17,449	17,879	18,309	18,739	19,169	19,599	
4	Basic	16,104	16,564	17,024	17,484	17,944	18,404	18,864	19,324	19,784	460
	COLA	790	790	790	790	790	790	790	790	790	
	Base	16,894	17,354	17,814	18,274	18,734	19,194	19,654	20,114	20,574	
5	Basic	16,767	17,249	17,731	18,213	18,695	19,177	19,659	20,141	20,623	482
	COLA	790	790	790	790	790	790	790	790	790	
	Base	17,557	18,039	18,521	19,003	19,485	19,967	20,449	20,931	21,413	
6	Basic	17,468	17,979	18,490	19,001	19,512	20,023	20,534	21,045	21,556	511
	COLA	790	790	790	790	790	790	790	790	790	
	Base	18,258	18,769	19,280	19,791	20,302	20,813	21,324	21,835	22,346	
7	Basic	18,099	18,669	19,239	19,809	20,379	20,949	21,519	22,089	22,659	570
	COLA	790	790	790	790	790	790	790	790	790	
	Base	18,889	19,459	20,029	20,599	21,169	21,739	22,309	22,879	23,449	
8	Basic	18,956	19,559	20,162	20,765	21,368	21,971	22,574	23,177	23,780	603
	COLA	790	790	790	790	790	790	790	790	790	
	Base	19,746	20,349	20,952	21,555	22,158	22,761	23,364	23,967	24,570	
9	Basic	19,805	20,444	21,083	21,722	22,361	23,000	23,639	24,278	24,917	639
	COLA	790	790	790	790	790	790	790	790	790	
	Base	20,595	21,234	21,873	22,512	23,151	23,790	24,429	25,068	25,707	
10	Basic	20,657	21,329	22,001	22,673	23,345	24,017	24,689	25,361	26,033	672
	COLA	790	790	790	790	790	790	790	790	790	
	Base	21,447	22,119	22,791	23,463	24,135	24,807	25,479	26,151	26,823	
11	Basic	21,801	22,521	23,241	23,961	24,681	25,401	26,121	26,841	27,561	720
	COLA	790	790	790	790	790	790	790	790	790	
	Base	22,591	23,311	24,031	24,751	25,471	26,191	26,911	27,631	28,351	
12	Basic	22,530	23,324	24,118	24,912	25,706	26,500	27,294	28,088	28,882	794
	COLA	790	790	790	790	790	790	790	790	790	
	Base	23,320	24,114	24,908	25,702	26,496	27,290	28,084	28,878	29,672	
13	Basic	23,332	24,167	25,002	26,037	26,872	27,707	28,542	29,377	30,212	835
	COLA	790	790	790	790	790	790	790	790	790	
	Base	24,122	25,157	25,992	26,827	27,662	28,497	29,332	30,167	31,002	
14	Basic	24,700	25,586	26,472	27,358	28,244	29,130	30,016	30,902	31,788	886
	COLA	790	790	790	790	790	790	790	790	790	
	Base	25,490	26,376	27,262	28,148	29,034	29,920	30,806	31,692	32,578	
15	Basic	25,981	26,922	27,863	28,804	29,745	30,686	31,627	32,568	33,509	941
	COLA	790	790	790	790	790	790	790	790	790	
	Base	26,771	27,712	28,653	29,594	30,535	31,476	32,417	33,358	34,299	
16	Basic	27,110	28,100	29,090	30,080	31,070	32,060	33,050	34,040	35,030	990
	COLA	790	790	790	790	790	790	790	790	790	
	Base	27,900	28,890	29,880	30,870	31,860	32,850	33,840	34,830	35,820	
17	Basic	28,278	29,379	30,480	31,581	32,682	33,783	34,884	35,985	37,086	1,101
	COLA	790	790	790	790	790	790	790	790	790	
	Base	29,068	30,169	31,270	32,371	33,472	34,573	35,674	36,775	37,876	
18	Basic	29,693	30,858	32,023	33,188	34,353	35,518	36,683	37,848	39,013	1,165
	COLA	790	790	790	790	790	790	790	790	790	
	Base	30,483	31,648	32,813	33,978	35,143	36,308	37,473	38,638	39,803	
19	Basic	31,102	32,333	33,564	34,795	36,026	37,257	38,488	39,719	40,950	1,231
	COLA	790	790	790	790	790	790	790	790	790	
	Base	31,892	33,123	34,354	35,585	36,816	38,047	39,278	40,509	41,740	

EXECUTIVE AND ADMINISTRATIVE SCHEDULE (EAS)
NON-STEP SCHEDULE
RSC E
EFFECTIVE JULY 19,1986 (PP 16-86)

EAS GRADE		MINIMUM	MIDPOINT	MAXIMUM
20	Basic	32,209	37,825	43,442
	COLA	790	790	790
	Base	32,999	38,615	44,232
21	Basic	33,789	39,715	45,641
	COLA	790	790	790
	Base	34,579	40,505	46,431
22	Basic	35,448	41,700	47,951
	COLA	790	790	790
	Base	36,238	42,490	48,741
23	Basic	37,171	43,783	50,395
	COLA	790	790	790
	Base	37,961	44,573	51,185
24	Basic	38,960	45,965	52,991
	COLA	593	593	593
	Base	39,533	46,558	53,584
25	Basic	40,834	48,262	55,690
	COLA	593	593	0
	Base	41,427	48,855	55,690
26	Basic	43,130	50,674	58,200
	COLA	593	593	0
	Base	43,723	51,267	58,200
27	Basic	45,479	53,206	60,916
	COLA	593	593	0
	Base	46,072	53,799	60,916

NOTE: An employee with a basic salary of $55,000 or more does not receive COLA. If an employee has a basic salary of less than $55,000, the base salary including COLA cannot exceed $55,000.

READEX FICHE best copy available

RSC F

EAS POSTMASTER SCHEDULE
EFFECTIVE JULY 19, 1986 (PP 16-86)

EPM GRADE		1	2	3	4	5	6	7	8	STEP INCR.
A(51)	Basic	4,525	4,656	4,787	4,918	5,049	5,180	5,311	5,442	131
	COLA	237	237	237	237	237	237	237	237	
	Base	4,762	4,893	5,024	5,155	5,286	5,417	5,548	5,679	
B(52)	Basic	6,781	6,978	7,175	7,372	7,569	7,766	7,963	8,160	197
	COLA	356	356	356	356	356	356	356	356	
	Base	7,137	7,334	7,531	7,728	7,925	8,122	8,319	8,516	
C(53)	Basic	9,041	9,304	9,567	9,830	10,093	10,356	10,619	10,882	263
	COLA	474	474	474	474	474	474	474	474	
	Base	9,515	9,778	10,041	10,304	10,567	10,830	11,093	11,356	
D(54)	Basic	11,301	11,630	11,959	12,288	12,617	12,946	13,275	13,604	329
	COLA	593	593	593	593	593	593	593	593	
	Base	11,894	12,223	12,552	12,881	13,210	13,539	13,868	14,197	
E(55)	Basic	13,562	13,956	14,350	14,744	15,138	15,532	15,926	16,320	394
	COLA	711	711	711	711	711	711	711	711	
	Base	14,273	14,667	15,061	15,455	15,849	16,243	16,637	17,031	
FULL-TIME EQUIVALENT RATES										
	Basic	15,065	15,503	15,941	16,379	16,817	17,255	17,693	18,131	438
	COLA	790	790	790	790	790	790	790	790	
	Base	15,855	16,293	16,731	17,169	17,607	18,045	18,483	18,921	
HOURLY RATES										
	Basic	7.24	7.45	7.66	7.87	8.09	8.30	8.51	8.72	
	COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	
	Base	7.62	7.83	8.04	8.25	8.47	8.68	8.89	9.10	

NOTE: General increase of 3.2% above base salaries in effect on 7/18/86.

NEIGHBORHOOD DELIVERY AND COLLECTION BOX UNITS (NDCBUs) AND ALL-WEATHER PARCEL LOCKERS

The following article contains follow-up review procedures and a mandatory service/safety talk on NDCBUs and all-weather parcel lockers (see pages 6 and 7). Postmasters/managers or their designees must perform the following two actions:

1. Give a service/safety talk to all delivery employees within the next two weeks.

2. Conduct a follow-up review of each NDCBU and all-weather parcel lockers in their delivery area within thirty days. This will ensure that all hazards and irregularities have been observed.

When conducting the review, record the results on the Locker Equipment Checklist and Follow-up Review Procedure shown on page 8. Reproduce this checklist locally as necessary.

Install NDCBU and all-weather parcel locker equipment in accordance with the *NDCBU Operating Procedures* distributed to all MSCs in November 1981 and appropriate maintenance bulletins. Supervisors or their employees must complete Form 1624, *Delivery and Collection Equipment Work Request* for any equipment that poses a safety hazard to postal customers or employees. Use Form 7380, *Supply Center Requisition,* to request the new Form 1624 from the supply centers.

Equipment Follow-up Review Procedure

The NDCBU and parcel locker equipment checklist and follow-up review procedure should be used when examining the condition of NDCBU and parcel locker equipment. Record the results of the inspection on the checklist. The unit location, type and manufacturer should be listed in the left hand column (manufacturer can be deleted if all items are OK). Each checklist item must be given one of the following ratings:

OK—Equipment does not need attention for this item.

X—Equipment needs attention for this item.

NA—Item does not apply for this particular piece of equipment.

For each unit rated with an X, complete and submit to maintenance a Form 4805, *Work Record Sheet.* Record hazardous conditions on Form 1767, *Report of Hazard, Unsafe Condition or Practice.*

Follow-up Review Procedure

1. Equipment should be straight, vertical, and firmly mounted. Attempt to shake the unit; it should *not* move. If equipment is not firmly mounted, note whether it is the connection at ground level that is loose or the pedestal to customer compartments connection that needs attention.

2. Check visible welds. Make note of cracked, broken or rusted welds.

3. Observe that carrier access door(s) are locked and secure. Open carrier access door(s) and observe that door(s) are not bowed or warped and that the doors and locking bars operate smoothly. With carrier access door(s) open, observe that there are restraining devices that prevent the door(s) from blowing closed. These may have to be set manually but they should be present and serviceable.

4. Ensure that the Arrow lock operates smoothly and that the mounting screws are tight. The device that protects the Arrow lock from customer tampering must be installed and serviceable.

5. Ensure that all customer access doors are closed and locked and that there is no visible damage or signs of forced entry.

6. Is the exterior surface of the unit free from rust and graffiti?

7. Does the unit appear defective or damaged in any other way? Does it reflect a proper postal image?

8. Does the unit and/or any protecting structure appear water tight and in good repair? Are there any noticeable water marks inside the unit or have you noticed any wet mail?

9. Note any other conditions you find important to report.

Carriers must note equipment deficiencies and report them to the postmaster, supervisor or designee. The postmaster of designee must prepare and submit Form 4805, *Work Record Sheet,* to maintenance when carriers report equipment defects. In addition, carriers should complete a Form 1767, *Report of Hazard, Unsafe Condition or Practice,* for items which pose an immediate threat to safety such as an insecure or leaning NDCBU. The postmaster or supervisor must immediately notify maintenance control by telephone of reported hazards and follow up in writing with copies of the Form 1767. The supervisor shall also follow up to ensure that the work is satisfactorily completed and documented. Maintenance control should immediately dispatch the appropriate repair person. If repair by postal maintenance employees is not available, postmasters should use their local contracting authority to accomplish the repair.

—Delivery Services Dept., 7–17–86.

Pile sacks evenly to avoid damage and to conserve space

Service/Safety Talk

NDCBUs AND ALL-WEATHER PARCEL LOCKERS

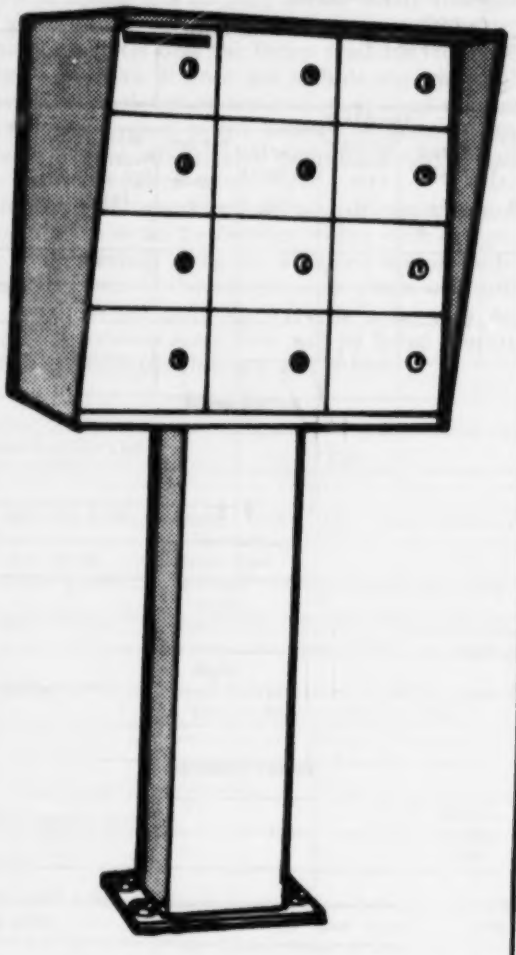
Today, we are going to discuss centralized delivery equipment. This includes the Neighborhood Delivery and Collection Box Unit or NDCBU and the all-weather parcel locker. This equipment is being installed to satisfy the delivery needs of our customers and the Postal Service. Approximately 300,000 NDCBUs are now in service and we expect another 90,000 to be installed during FY 1986.

Most of us have seen these units on our routes or around neighboring delivery areas. For anyone not familiar with NDCBUs and all-weather parcel lockers, these drawings illustrate typical units (pass around Exhibits 1 & 2). While you may not serve this type of equipment now, you may serve it sometime in the future.

NDCBUs and all-weather parcel lockers can be used safely and efficiently when they are properly installed and maintained. If established guidelines and instructions concerning this equipment are not followed, injuries to customers and employees can result. To help ensure the safe operation of this equipment, I want to review with you the Equipment Checklist and Follow-up Review Procedure.

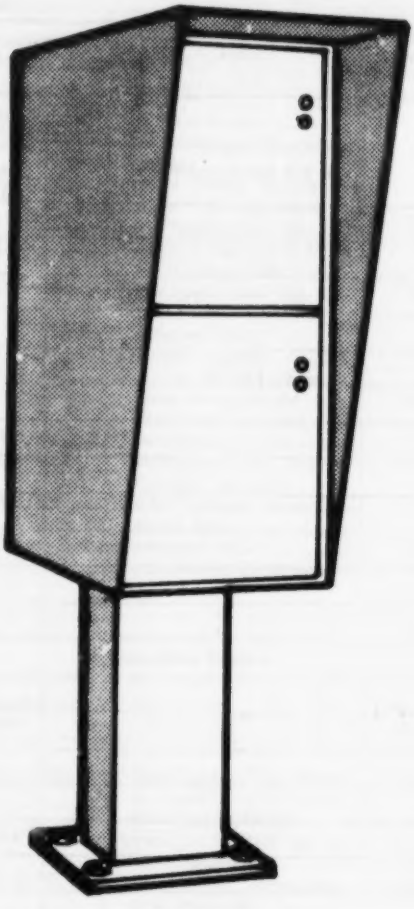
If you notice any deficiency or hazardous or unsafe condition or practice involving this equipment, notify me (or if I am not available, any other supervisor) **immediately.** During the next 30 days, I will conduct a follow up review of every NDCBU and all-weather parcel locker in our delivery area. I will record my findings and any reports from you to ensure that we operate this type of delivery equipment safely. Thank you for your attention.

Are there any questions?



Typical Neighborhood Delivery
& Collection Box Unit (NDCBU)

Exhibit 1



Typical All-Weather Parcel Locker

Exhibit 2

U. S. Postal Service
LOCKER EQUIPMENT CHECKLIST AND FOLLOW-UP REVIEW PROCEDURE
(See instructions on reverse)

Post Office, State and ZIP+4	Reviewer's Signature	Date

Unit Location Type and Manufacturer	Checklist								
	Unit Stability (1)	Pedestal Welds (2)	Master Loading Door(s) (3)	Arrow Lock (4)	Customer Door/ Lock (5)	Exterior Surfaces (6)	Weather Resistance (7)	Unit Housing (If any) (8)	Other (9)

FORMS UPDATE

Forms Update is a monthly article listing changes in forms used by the Postal Service nationwide. This list reflects only the forms available from the Supply Centers. It does not include experimental forms, forms designed for limited or local use, or forms not stocked in the Supply Centers. Forms which are not stocked are distributed directly to the offices required to use them.

Forms are categorized as new or revised, and are listed in order by number within each category. In the revised category, the third column indicates the date of the oldest issue which may still be used. When only the current issue may be used, the revised issue date will be listed. Forms which are now obsolete are also noted.

New Forms

Form Number and date	Title
PO 862–14A 3/86	*Quality Control Test Bundle—Secondary Distribution.*
PS 1220 10/85	*Header Card.*
PS 2548–15 1/86	*Individual Training Record—Mail Classification.*
PS 4015–C 2/86	*Rural Carrier Agreement to Terminate Guarantee (Exercising Retreat or Bidding Rights).*
PS 4015–E 2/86	*Rural Carrier Agreement to Use Annual Leave to Reduce Actual Work Hours.*

Revised Forms

Form number and date	Title	Oldest usable date
HCFA 1500 1/84	*Health Insurance Claim Form*	10/80
PS 8 4/86	*Weight and ZIP Code Data for Selected Classes of Domestic Mail.*	4/86
PS 17–G 4/86	*Penalty Mail Stamp Requisition.*	4/86
PS 50 2/86	*Notification of Personnel Action.*	4/85
PS 132 3/86	*Correspondence Control System*	12/79
PS 500 3/86	*Rural Delivery Service Survey*	1/72
PS 1094 3/86	*Application for Additional Keys to Post Office Box.*	7/85
PS 1300 2/86	*Origin-Destination Information System.*	6/84
PS 1375 3/86	*Employee Identification Card*	10/70
PS 1483 1/86	*Accounting Copy—9500 Form*	1/86
PS 1564–A 3/86	*Delivery Instructions*	3/79
PS 1597 3/86	*Work Assignment and Mail Count Messenger Operations.*	3/86
PS 2171 3/86	*Postal Money Order Handwriting Specimen.*	5/74
PS 3189 2/86	*Request for Temporary Schedule Change for Personal Convenience.*	1/78
PS 3613 3/86	*Cancellation of Permit*	3/86
PS 3701 2/86	*Delivery Survey*	3/72
PS 3811 2/86	*Domestic Return Receipt*	7/83
PS 3811–A 12/85	*Request for Return Receipt (After Mailing).*	7/84
PS 3813 2/86	*Receipt for Domestic Insured Parcels.*	3/78
PS 3981 4/86	*Standard Roster*	12/73
PS 3997 3/86	*Unit Daily Record*	3/86
PS 3998 4/86	*Unit Summary of City Delivery Routes.*	4/86
PS 4583 1/86	*Physical Fitness Inquiry for Motor Vehicle Operators.*	1/86
PS 4800 12/85	*Parts/Supplies Issue Slip*	12/85
PS 4809 2/86	*Changes or Additions to NSN–OEM Group Codes.*	6/82
PS 4820 12/85	*Parts/Supplies Issue Slip (Non-Stocked/Locally Repaired Items).*	12/85
PS 7400 1/86	*Agreement to Lease*	4/85
PS 7400–G 3/86	*Option to Purchase Agreement*	3/86
PS 7401 10/85	*Supplemental Agreement (Lessor Improvements).*	10/85
PS 7410–A 3/86	*Advertisements for Sites*	1/86
PS 7410–B 4/86	*Advertisements for Bids to Construct and Lease.*	4/86
PS 7422–A 3/86	*Market Approach Comparable Rental Data.*	5/75
PS 7449–F 3/86	*Maintenance Rider*	3/86
SF 2809 9/85	*Health Benefits Registration Form.*	9/85

Obsolete Forms

Form number and date	Title	Obsolete date
GSA 1166–A 5/58	*Annual Report of Real Property Leased to U.S. Government* (not replaced).	7/1/86
PS 322 6/83	*Request for E–COM Message* (not replaced).	3/19/86
PS 1375–A 8/78	*Other Officials Identification* (not replaced).	6/6/86
PS 1978 6/74	*Postal Space and Site Requirements* (replaced by PS 919, 1/84).	5/20/86
PS 2729–A 6/80	*Weekly Summary of Loose Sack Mail Dispatched* (not replaced).	6/26/86
PS 2729–S 10/75	*Airmail Dispatch Record* (not replaced).	6/26/86
PS 7380–E 12/84	*Supply Center Requisition (EASC)* (replaced by PS 7380, 4/79).	5/20/86
PS 7380–W 12/84	*Supply Center Requisition (WASC)* (replaced by PS 7380, 4/79).	5/20/86
PS 7500–A 6/76	*Facilities Management System—Data Input* (not replaced).	6/30/86
SF 46 1/77	*U.S. Government Motor Vehicle Operator's Identification* (now OF 346, 11/85).	5/12/86
SF 65–B 12/71	*Messenger Envelope* (now Item 065).	6/11/86

Note: **PO** represents Postal Operations; **PS,** Postal Service; **HFCA,** Health Care Financing Administration; **SF,** Standard Form; and **GSA,** General Services Administration.

—Office of Information Management, 7–17–86.

POST OFFICE CHANGES NUMBER 13

[Supplemental to 1985 National Five-Digit ZIP Code and Post Office Directory]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD									
NEW	012490	36303	AL	Dothan		Northside	Classified Station	6-01-86	New ZIP Code assigned to newly established Classified Station.
OLD									
NEW	012490	36304	AL	Dothan		Northside (Post Office Boxes).	Classified Station	6-01-86	New ZIP Code assigned to Post Office Boxes.
OLD									
NEW	020312	99524	AK	Anchorage	Southcentral	Main Office (Post Office Boxes).	Post Office		New ZIP Code assigned to Post Office Boxes.
OLD									
NEW	022421	99577	AK	Eagle River	Southcentral		Post Office	8-01-86	Establish City Delivery at Eagle River, AK.
OLD									
NEW	029555	99687	AK	Wasilla	Southcentral		Post Office	8-11-85	Establish City Delivery at Wasilla, AK.
OLD	037104	85347	AZ	Roll	Yuma		Post Office	10-31-85	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Roll, AZ 85347 as last line of address.
NEW	038362	85347	AZ	Tacha	Yuma	Roll	Place Name	10-31-85	
OLD	058436	92283	CA	White Water	Riverside		Post Office	2-14-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use White Water, CA 92283 as last line of address.
NEW	051086	92283	CA	Cabazon	Riverside	White Water	Place Name	2-14-86	
OLD									
NEW	051308	92009	CA	Carlsbad	San Diego	Main Office (New Delivery Area).	Post Office	1-01-87	New ZIP Code assigned to delivery area.
OLD									
NEW	052582	92019	CA	El Cajon	San Diego	El Cajon (New Delivery Area).	Post Office	1-01-87	New ZIP Code assigned to delivery area. Split of ZIPS 92020 and 92021.
OLD									
NEW	054158	92042	CA	La Mesa	San Diego	La Mesa (New Delivery Area).	Post Office	6-01-86	New ZIP Code assigned to delivery area. Split of ZIP 92041.
OLD	054353	95721	CA	Little Norway	El Dorado		Post Office	3-14-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Little Norway, CA 95721 as last line of address.
NEW	058004	95721	CA	Twin Bridges	El Dorado	Little Norway	Community Post Office.	3-14-86	
OLD	054353	95721	CA	Little Norway	El Dorado	Echo Lake	Community Post Office.	3-14-86	Parent Post Office for Community Post Office change. Retain ZIP Code. Use Echo Lake, CA 95721 as last line of address.
NEW	058004	95721	CA	Twin Bridges	El Dorado	Echo Lake	Community Post Office.	3-14-86	
OLD	055744	95725	CA	Pacific House	El Dorado		Post Office	2-14-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Pacific House, CA 95725 as last line of address.
NEW	056162	95725	CA	Pollock Pines	El Dorado	Pacific House	Community Post Office.	2-14-86	

OLD									
NEW	118925	33637	FL	Tampa	Hillsborough	Temple Terrace (New Delivery Area).	Classified Branch	7-01-86	New ZIP Code assigned to delivery area. Split of ZIP Code 33617.
OLD									
NEW	160480	60011	IL	Barrington	Lake	Barrington (Post Office Boxes).	Post Office	2-01-86	New ZIP Code assigned to Post Office Boxes.
OLD	195027	66752	KS	Lawton	Cherokee		Post Office	7-17-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Lawton, KS 66781 as last line of address.
NEW	199515	66781	KS	Weir	Cherokee	Lawton	Place Name	7-17-86	
OLD	201744	40314	KY	Cornishville	Mercer		Post Office	7-11-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Cornishville, KY 40330 as last line of address.
NEW	203580	40330	KY	Harrodsburg	Mercer	Cornishville	Place Name	7-11-86	
OLD	227890	04485	ME	Shirley Mills	Piscataquis		Post Office	6-20-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Shirley Mills, ME 04485 as last line of address.
NEW	223360	04485	ME	Greenville	Piscataquis	Shirley Mills	Community Post Office.	6-20-86	
OLD	233024	21043	MD	Ellicott City	Howard	Normandy	Classified Branch	3-22-86	Branch discontinued.
NEW									
OLD									
NEW	233024	21043	MD	Ellicott City	Howard	Ellicott Mills	Classified Branch	3-22-86	Branch established.
OLD	235616	21647	MD	McDaniel	Talbot		Post Office	7-03-86	Post Office and ZIP Code discontinued. Establish as a Community Post Office. Use McDaniel, MD 21665 as last line of address.
NEW	238082	21665	MD	Saint Michales	Talbot	McDaniel	Community Post Office.	7-03-86	
OLD									
NEW	250280	48108	MI	Ann Arbor	Washtenaw	Ann Arbor (New Delivery Area).	Post Office	7-01-86	New ZIP Code assigned to delivery area.
OLD	265650	56346	MN	Little Sauk	Todd		Post Office	7-31-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Little Sauk, MN 56346 as last line of address.
NEW	265700	56346	MN	Long Prairie	Todd	Little Sauk	Community Post Office.	7-31-86	
OLD	321830	03604	NH	Drewsville	Cheshire		Post Office	7-02-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Drewsville, NH 03604 as last line of address.
NEW	328700	03604	NH	Walpole	Cheshire	Drewsville	Community Post Office.	7-02-86	
OLD	362944	27833	NC	George	Northampton		Post Office	6-06-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use George, NC 27897 as last line of address.
NEW	368760	27897	NC	Woodland	Northampton	George	Place Name	6-06-86	
OLD									
NEW	314880	89199	NV	Las Vegas	Clark	General Mail Facility	Post Office	7-10-86	New ZIP Code assigned to General Mail Facility.
OLD									
NEW	314880	89193	NV	Las Vegas	Clark	Main Office (Post Office Boxes).	Post Office	3-01-87	New ZIP Code assigned to Post Office Boxes.
OLD	314880	89114	NV	Las Vegas	Clark	Main Office (Post Office Boxes).	Post Office	3-01-87	ZIP Code reassigned to Classified Branch.
NEW	314880	89114	NV	Las Vegas	Clark	Circus Cicus	Classified Branch	3-01-87	
OLD									
NEW	404686	97035	OR	Lake Oswego	Clackamas	Lake Grove (New Delivery Area).	Classified Station	7-10-86	New ZIP Code assigned to delivery area. Lake Oswego will become a new multi-coded office.

POSTAL OFFICE CHANGES NUMBER 13—Continued

[Supplemental to 1985 National Five-Digit ZIP Code and Post Office Directory]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD									New ZIP Code assigned to delivery area. Split of ZIP Code 29210.
NEW	451800	29212	SC	Columbia	Richland	Dutch Fork (New Delivery Area).	Classified Branch		
OLD	461242	57222	SD	Butler	Day		Post Office	7-07-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Butler, SD 57219 as last line of address.
NEW	460972	57219	SD	Bristol	Day	Butler	Place Name	7-07-86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	475664	38175	TN	Memphis	Shelby	Hickory Hills (Post Office Boxes).	Classified Station	3-01-86	
OLD									New ZIP Code assigned to delivery area.
NEW	486320	78133	TX	New Braunfels	Comal	Main Office (New Delivery Area).	Post Office	1-01-87	
OLD	490918	84306	UT	Brigham City	Box Elder	Collinston	Community Post Office.	7-10-86	Community Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Collinston, UT 84306 as last line of address.
NEW	490918	84306	UT	Brigham City	Box Elder	Collinston	Place Name	7-10-86	
OLD	493400	84734	UT	Hanksville	Garfield	Ticaboo	Community Post Office.	7-10-86	Community Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Ticaboo, UT 84734 as last line of address.
NEW	493400	84734	UT	Hanksville	Garfield	Ticaboo	Place Name	7-10-86	
OLD	507112	05263	VT	South Dorset	Bennington		Post Office	6-20-86	Post Office and ZIP Code discontinued. Send mail to Dorset, VT 05251.
NEW									
OLD									Station established and new ZIP Code assigned.
NEW	542772	98208	WA	Everett	Snohomish	Southside	Station	7-01-86	
OLD	544298	98351	WA	Lakebay	Pierce	Longbranch	Community Post Office.	6-20-81	Community Post Office and ZIP Code discontinued. Send mail to Lakebay, WA 98349.
NEW									
OLD	553684	24727	WV	Herndon	Wyoming	Basin	Community Post Office.	5-09-86	Community Post Office and ZIP Code discontinued. Send mail to Herndon, WV 24726.
NEW									

—Delivery Services Dept., 7-17-86.

SAFETY BULLETIN

No. 86–4

YARD, DOCK AND MANEUVERING AREA SAFETY

A significant number of motor vehicle accidents occur when drivers back their vehicles. "Blind spots" are a major backing problem because they conceal the driver's field of vision. Larger vehicles such as tractor trailers have "blind spots" directly behind them.

Obviously, the best defense against this type of hazard is to avoid backing a vehicle whenever possible. However, vans and trucks normally must be backed up to a dock to be loaded or unloaded. Truck or tractor trailer drivers have greater visibility when backing by turning into a dock position from the driver's side rather than the passenger's side which has "blind spots".

To minimize the potential for accidents in yards, docks, or maneuvering areas, the following operational safety measures are to be implemented immediately:

1. All personnel who are working in the yard, on the dock, or in maneuvering areas should wear safety orange or yellow reflective vests.

2. When working between parked vehicles, employees should place approved traffic safety cones or other suitable barriers (i.e., safety orange or yellow trash tubs or saw horses) to keep vehicles from backing into the area where they are working. Position barriers at the front of the dock where they will be immediately observed by the driver.

3. Supervisors should present safety talks on yard, dock and maneuvering area safety to employees who work in these areas. When conducting safety talks, supervisors should emphasize the dangers of standing or passing between vehicles or walking in a maneuver area.

4. Employees who are visually or hearing impaired should be given specific instructions about the dangers of walking or working around moving vehicles. Additionally, vehicle operators must meet the requirements outlined in Handbook M–52, *Fleet Management,* section 214. Visually or hearing impaired employees should be required to wear eyeglasses or hearing devices which have been prescribed for them.

To further minimize the potential for vehicular accidents in the subject areas, postal and nonpostal motor vehicle operators must take the following precautions when backing their vehicles:

1. *Never* back a vehicle until you are absolutely sure the way is clear. If necessary, get out of the vehicle and check behind it before backing.

2. Use a reliable person as a guide when backing, if available.

3. Always back very slowly and frequently check all mirrors.

These measures will minimize the potential for accidents; however, it will take everyone's constant effort to ensure that accidents don't happen.

PLEASE POST ON BULLETIN BOARD

Originating Office:
Office of Safety and Health
Employee Relations Department

DIRECTIVES UPDATE

The following new and revised directives have been issued and are available now from the Supply Centers. See Pub. 23, *Directives Catalog*, for ordering instructions. A list of directives that have been made obsolete are also noted.

New Directives

Document and date	Title
HBK ADP–2 TL5 12/85.	*ADP Operating Standards.*
HBK DM–201 TL1 1/86.	*Express Mail Service.*
HBK F–22 TL4 12/85.	*PSDS Time and Attendance.*
HBK MS–56 TL2 1/86.	*Fire Protection and Control.*
L 116 5/86	*Notice.*
MI AS–870–86–1 3/3/86.	*PS Form 1360—ADP Security Incident Report.*
MI AS–510–86–2 5/7/86.	*New Underground Storage Tank Systems.*
MI DM–440–85–3 12/24/85.	*Accepting Air Freighted Second-Class Publications at AMFs* (rescinds RI 1081–FIN–189, 12/20/78).
MI EL–350–86–1 4/11/86.	*Placement Policies as a Result of the FY 1986 Field Realignment.*
MI FM–110–86–1 1/24/86.	*Local Area Mail Volume Projection Studies (LAMPS) for Major Facilities* (rescinds MI FM–110–84–1, 2/10/84).
N 245 1/86	*Address Information Products Directory.*
POS 3–122 7/86	*Attention Waterfowlers* (replace POS 3–121 7/85).

Revised Directives

Document and date	Title	Oldest usable date
N 45 4/86	*Express Mail Custom Designed and On Demand Rates.*	4/86
N 189 5/86	*ZIP + 4 Benefits and Regulations.*	11/85
PUB 2 4/86	*How to Pack and Wrap Parcels for Mailing.*	4/86

Obsolete Directives

Document and date	Title	Obsolete date
HBK M–23 7/14/78	*Bulk Mail Processing at Bulk Mail Centers* (no replacement number as yet).	6/12/86

Obsolete Directives—Continued

Document and date	Title	Obsolete date
HBK M–68 5/1/80	*Express Mail Service* (replaced by HBK DM–201, 1/25/86).	6/17/86
KIT 5 4/84	*The 2-Pound Pak Mailing Kit* (not replaced).	7/1/86
MI AS–540–80–11 11/26/80.	*Energy Consumption System Operating Procedures* (rescinded by HBK RE–9, 5/7/82).	2/5/86
MI EL–730–80–11 12/15/80.	*Window Service Training Program.*	2/27/86
MI FM–110–84–1 2/10/84.	*Local Area Mail Volume Projection Studies* (rescinded by MI FM–110–86–1, 1/24/86).	1/24/86
MI PO–530–80–4 7/17/80.	*Establishment, Renewal, and Conversion of Box Delivery Highway Contract Routes* (rescined by HBK PO–504, 5/83).	2/20/86
N 26 4/71	*Maximum Time Allowance for Routing Mail* (now in HBKs M–39 and M–42).	5/12/86
N 43 1/85	*Express Mail Next Day Service* (not replaced).	6/19/86
N 197 2/83	*Express Mail Gives You Big Savings* (not replaced).	7/1/86
POS 88 3/80	*How to Prepare Your Express Mail Custom Designed Service* (not replaced).	7/1/86
POS 88–A 6/81	*How to Prepare Your Express Mail Custom Designed Service* (not replaced).	7/1/86
POS 92 5/85	*Express Mail for Flats, Fats, and Baseball Bats* (not replaced).	7/1/86
POS 148–A 8/83	*Express Mail Next Day Service Speed, Reliability Economy* (replaced by POS 108–A, 3/85).	7/1/86
POS 148–B 8/83	*Express Mail Next Day Service Speed, Reliability* (replaced by POS 108–B, 3/85).	7/1/86
POS 3–121 7/85	*Attention Waterfowlers* (replaced by POS 3–122 7/86).	7/1/86
SGN 138–A 8/72	*U.S. Post Office (lobby decal)* (not replaced).	5/14/86

Note: It is important to order items with the type of identification used by the Supply Center computers. **HBK** represents Handbook; **KIT,** self explanatory; **L,** Label; **MI,** Management Instruction; **N,** Notice; **POS,** Poster; **PUB,** Publication; and **SGN,** Sign.

—Office of Information Management, 7–17–86.

A motorist should always drive so that his license will expire before he does!

PAY CHANGES—BARGAINING UNITS

Note. Salary schedules are shown on pages 17 through 50.

A. Application. The general increases described below apply to both the Retiree Eligible Schedule (RES) and the regular (or Non-RES) versions of the applicable schedules. These instructions cover employees who are in one of the following categories:

1. Employees covered by the 1984–1987 USPS–APWU/NALC National Agreement;
2. Employees covered by the 1984–1987 USPS–Mail Handlers' National Agreement;
3. Employees covered by the 1984–1988 USPS–NRLCA National Agreement;
4. Employees subject to collective bargaining agreements covering mailbag depositories, repair centers, and supply centers;
5. Mail equipment shop employees represented by the American Postal Workers' Union/Mail Handlers' Union.

B. General Increase. *Effective July 19, 1986 (PP 16–86),* affected salary schedules are increased as follows:

1. The **Postal Service (PS) Schedules (RSC–P)** basic salary rates are increased by 2.7% of the base salary rates in effect on July 20, 1984, applied to all grades and steps.
2. The **Mail Handlers' (MH) Schedule (RSC–M)** basic salary rates are increased by 2.7% of the base salary rates in effect on July 20, 1984, applied to all grades and steps.
3. The **Rural Carrier Schedules** are increased as follows:

(a) Under the provisions of the arbitrated settlement of the 1984–1988 USPS–NRLCA National Agreement, rural carriers will receive a general increase equal to the dollar amount received by PS–5 employees under the arbitrated settlement of the 1984–1987 USPS–APWU/NALC National Agreement, applied proportionately to the:

(1) Rural Carrier Evaluated Schedule (RSC–R);

(2) Substitute Rural Carrier Schedules (RSC–R);

(3) Rural Carrier Mileage Schedule (RSC–R); and

(4) Rural Auxiliary Schedule (RSC–B).

(b) Rural Carrier Relief (RCR) employees are paid an hourly rate of $9.36. RCR employees do not receive COLA and do not progress through the steps of the schedule.

C. Casual Employees. Casual employees are not eligible for the increases discussed in this Bulletin. Casual employees will continue at their current rate of pay.

D. Implementation. The increases discussed in this Bulletin will be implemented on July 19, 1986 (PP 16–86) and will be reflected in pay checks distributed on August 8, 1986.

—Employee Relations Dept., 7–17–86

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
GA, Atlanta 30331–1657	D. Roberts, 372 Fairburn Road	An envelope stuffing scheme.
CA, Costa Mesa 92627–3717	Vista-Health Research, 369 E. 17th Street	The sale of Orgi-nine.
CA, Costa Mesa 92627–3717	Vista-Health Research, 1011 Brioso Drive	The sale of Orgi-nine.
CA, Newport Beach 92663–4080.	Vista-Health Research, 177–F Riverside Drive	The sale of Orgi-nine.
CA, Newport Beach 92663–4080.	Nutritional Research, 177–F Riverside Drive	The sale of the Energetic Contour Creme treatment.
CA, Costa Mesa 92627–3717	American Diet Association, 1666 Newport Blvd.	The sale of the Energetic Contour Creme treatment.
CA, Costa Mesa 92627–3717	American Diet Association, 1666 Newport Blvd.	The sale of Fast-Trim or the Sandra Brooks Diet Program.

—Judicial Officer, 7–17–86.

BUY U.S. SAVINGS BONDS, STAR-SPANGLED SAVINGS PLAN FOR ALL AMERICANS

RSC P (APWU/NALC)

POSTAL SERVICE (PS) SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE JULY 19, 1986 (PP 16-86)

PS GRADE	A	B	C	(1) D	(2) E	(3) F	(4) G	(5) H	(6) I	(7) J	(8) K	(9) L	(10) M	(11) N	(12) O
1 Basic	13,309	15,197	17,087	19,503	19,696	19,889	20,082	20,272	20,465	20,658	20,851	21,044	21,234	21,427	21,620
COLA	2,038	2,038	2,038	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
Base	15,347	17,235	19,125	21,937	22,130	22,323	22,516	22,706	22,899	23,092	23,285	23,478	23,668	23,861	24,054
2 Basic	13,628	15,562	17,494	19,968	20,176	20,384	20,592	20,803	21,011	21,219	21,427	21,635	21,846	22,054	22,262
COLA	2,038	2,038	2,038	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
Base	15,666	17,600	19,532	22,402	22,610	22,818	23,026	23,237	23,445	23,653	23,861	24,069	24,280	24,488	24,696
3 Basic	13,969	15,953	17,937	20,471	20,697	20,923	21,146	21,372	21,595	21,821	22,047	22,270	22,496	22,722	22,945
COLA	2,038	2,038	2,038	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
Base	16,007	17,991	19,975	22,905	23,131	23,357	23,580	23,806	24,029	24,255	24,481	24,704	24,930	25,156	25,379
4 Basic		16,380	18,416	21,018	21,261	21,504	21,747	21,990	22,233	22,476	22,722	22,965	23,208	23,451	23,694
COLA		2,038	2,038	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
Base		18,418	20,454	23,452	23,695	23,938	24,181	24,424	24,667	24,910	25,156	25,399	25,642	25,885	26,128
5 Basic		17,889	19,983	21,611	21,871	22,134	22,394	22,657	22,917	23,180	23,443	23,703	23,966	24,226	24,489
COLA		2,038	2,038	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
Base		19,927	22,021	24,045	24,305	24,568	24,828	25,091	25,351	25,614	25,877	26,137	26,400	26,660	26,923
6 Basic		19,492	20,571	22,247	22,531	22,815	23,099	23,383	23,667	23,951	24,235	24,519	24,806	25,090	25,374
COLA		2,038	2,038	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
Base		21,530	22,609	24,681	24,965	25,249	25,533	25,817	26,101	26,385	26,669	26,953	27,240	27,524	27,808
7 Basic		20,100	21,211	22,938	23,245	23,549	23,856	24,163	24,467	24,774	25,078	25,385	25,692	25,996	26,303
COLA		2,038	2,038	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
Base		22,138	23,249	25,372	25,679	25,983	26,290	26,597	26,901	27,208	27,512	27,819	28,126	28,430	28,737
8 Basic				23,678	24,012	24,343	24,674	25,008	25,339	25,670	26,001	26,335	26,666	26,997	27,331
COLA				2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
Base				26,112	26,446	26,777	27,108	27,442	27,773	28,104	28,435	28,769	29,100	29,431	29,765
9 Basic				24,487	24,846	25,205	25,564	25,920	26,279	26,638	26,997	27,356	27,715	28,074	28,433
COLA				2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
Base				26,921	27,280	27,639	27,998	28,354	28,713	29,072	29,431	29,790	30,149	30,508	30,867
10 Basic				25,339	25,727	26,112	26,500	26,888	27,273	27,661	28,049	28,434	28,822	29,210	29,595
COLA				2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
Base				27,773	28,161	28,546	28,934	29,322	29,707	30,095	30,483	30,868	31,256	31,644	32,029

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O
Grades 1 - 3	96	88	88	44	44	44	44	44	44	34	34	26	26	24
Grade 4	--	96	88	44	44	44	44	44	44	34	34	26	26	24
Grades 5 - 7	--	96	44	44	44	44	44	44	44	34	34	26	26	24
Grades 8 - 10	--	--	--	52	44	44	44	44	44	34	34	26	26	24

NOTE: General increase - additional 2.7% of base salary rates in effect on July 20, 1984.

RSC P (APWU/NALC)

POSTAL SERVICE (PS) SCHEDULE
FLEXIBLE EMPLOYEES - HOURLY RATES
EFFECTIVE JULY 19, 1986 (PP 16-86)

PS GRADE	A	B	C	(1) D	(2) E	(3) F	(4) G	(5) H	(6) I	(7) J	(8) K	(9) L	(10) M	(11) N	(12) O
1 Basic	6.65	7.60	8.54	9.75	9.85	9.94	10.04	10.14	10.23	10.33	10.43	10.52	10.62	10.71	10.81
COLA	0.98	0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base	7.63	8.58	9.52	10.92	11.02	11.11	11.21	11.31	11.40	11.50	11.60	11.69	11.79	11.88	11.98
2 Basic	6.81	7.78	8.75	9.98	10.09	10.19	10.30	10.40	10.51	10.61	10.71	10.82	10.92	11.03	11.13
COLA	0.98	0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base	7.79	8.76	9.73	11.15	11.26	11.36	11.47	11.57	11.68	11.78	11.88	11.99	12.09	12.20	12.30
3 Basic	6.98	7.98	8.97	10.24	10.35	10.46	10.57	10.69	10.80	10.91	11.02	11.14	11.25	11.36	11.47
COLA	0.98	0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base	7.96	8.96	9.95	11.41	11.52	11.63	11.74	11.86	11.97	12.08	12.19	12.31	12.42	12.53	12.64
4 Basic		8.19	9.21	10.51	10.63	10.75	10.87	11.00	11.12	11.24	11.36	11.48	11.60	11.73	11.85
COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base		9.17	10.19	11.68	11.80	11.92	12.04	12.17	12.29	12.41	12.53	12.65	12.77	12.90	13.02
5 Basic		8.94	9.99	10.81	10.94	11.07	11.20	11.33	11.46	11.59	11.72	11.85	11.98	12.11	12.24
COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base		9.92	10.97	11.98	12.11	12.24	12.37	12.50	12.63	12.76	12.89	13.02	13.15	13.28	13.41
6 Basic		9.75	10.29	11.12	11.27	11.41	11.55	11.69	11.83	11.98	12.12	12.26	12.40	12.55	12.69
COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base		10.73	11.27	12.29	12.44	12.58	12.72	12.86	13.00	13.15	13.29	13.43	13.57	13.72	13.86
7 Basic		10.05	10.61	11.47	11.62	11.77	11.93	12.08	12.23	12.39	12.54	12.69	12.85	13.00	13.15
COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base		11.03	11.59	12.64	12.79	12.94	13.10	13.25	13.40	13.56	13.71	13.86	14.02	14.17	14.32
8 Basic				11.84	12.01	12.17	12.34	12.50	12.67	12.84	13.00	13.17	13.33	13.50	13.67
COLA				1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base				13.01	13.18	13.34	13.51	13.67	13.84	14.01	14.17	14.34	14.50	14.67	14.84
9 Basic				12.24	12.42	12.60	12.78	12.96	13.14	13.32	13.50	13.68	13.86	14.04	14.22
COLA				1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base				13.41	13.59	13.77	13.95	14.13	14.31	14.49	14.67	14.85	15.03	15.21	15.39
10 Basic				12.67	12.86	13.06	13.25	13.44	13.64	13.83	14.02	14.22	14.41	14.61	14.80
COLA				1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base				13.84	14.03	14.23	14.42	14.61	14.81	15.00	15.19	15.39	15.58	15.78	15.97

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O
Grades 1 - 3	96	88	88	44	44	44	44	44	44	34	34	26	26	24
Grade 4	--	96	88	44	44	44	44	44	44	34	34	26	26	24
Grades 5 - 7	--	96	44	44	44	44	44	44	44	34	34	26	26	24
Grades 8 - 10	--	--	--	52	44	44	44	44	44	34	34	26	26	24

NOTE: General increase - additional 2.7% of base salary rates in effect on July 20, 1984.

RSC P (APWU/NALC)

POSTAL SERVICE (PS) SCHEDULE
HOURLY RATE REGULARS
EFFECTIVE JULY 19, 1986 (PP 16-86)

PS GRADE	A	B	C	(1) D	(2) E	(3) F	(4) G	(5) H	(6) I	(7) J	(8) K	(9) L	(10) M	(11) N	(12) O
1 Basic	6.40	7.31	8.21	9.38	9.47	9.56	9.65	9.75	9.84	9.93	10.02	10.12	10.21	10.30	10.39
COLA	0.98	0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base	7.38	8.29	9.19	10.55	10.64	10.73	10.82	10.92	11.01	11.10	11.19	11.29	11.38	11.47	11.56
2 Basic	6.55	7.48	8.41	9.60	9.70	9.80	9.90	10.00	10.10	10.20	10.30	10.40	10.50	10.60	10.70
COLA	0.98	0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base	7.53	8.46	9.39	10.77	10.87	10.97	11.07	11.17	11.27	11.37	11.47	11.57	11.67	11.77	11.87
3 Basic	6.72	7.67	8.62	9.84	9.95	10.06	10.17	10.28	10.38	10.49	10.60	10.71	10.82	10.92	11.03
COLA	0.98	0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base	7.70	8.65	9.60	11.01	11.12	11.23	11.34	11.45	11.55	11.66	11.77	11.88	11.99	12.09	12.20
4 Basic		7.88	8.85	10.10	10.22	10.34	10.46	10.57	10.69	10.81	10.92	11.04	11.16	11.27	11.39
COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base		8.86	9.83	11.27	11.39	11.51	11.63	11.74	11.86	11.98	12.09	12.21	12.33	12.44	12.56
5 Basic		8.60	9.61	10.39	10.51	10.64	10.77	10.89	11.02	11.14	11.27	11.40	11.52	11.65	11.77
COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base		9.58	10.59	11.56	11.68	11.81	11.94	12.06	12.19	12.31	12.44	12.57	12.69	12.82	12.94
6 Basic		9.37	9.89	10.70	10.83	10.97	11.11	11.24	11.38	11.51	11.65	11.79	11.93	12.06	12.20
COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base		10.35	10.87	11.87	12.00	12.14	12.28	12.41	12.55	12.68	12.82	12.96	13.10	13.23	13.37
7 Basic		9.66	10.20	11.03	11.18	11.32	11.47	11.62	11.76	11.91	12.06	12.20	12.35	12.50	12.65
COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base		10.64	11.18	12.20	12.35	12.49	12.64	12.79	12.93	13.08	13.23	13.37	13.52	13.67	13.82
8 Basic				11.38	11.54	11.70	11.86	12.02	12.18	12.34	12.50	12.66	12.82	12.98	13.14
COLA				1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base				12.55	12.71	12.87	13.03	13.19	13.35	13.51	13.67	13.83	13.99	14.15	14.31
9 Basic				11.77	11.95	12.12	12.29	12.46	12.63	12.81	12.98	13.15	13.32	13.50	13.67
COLA				1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base				12.94	13.12	13.29	13.46	13.63	13.80	13.98	14.15	14.32	14.49	14.67	14.84
10 Basic				12.18	12.37	12.55	12.74	12.93	13.11	13.30	13.49	13.67	13.86	14.04	14.23
COLA				1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Base				13.35	13.54	13.72	13.91	14.10	14.28	14.47	14.66	14.84	15.03	15.21	15.40

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O
Grades 1 - 3	96	88	88	44	44	44	44	44	44	34	34	26	26	24
Grade 4	--	96	88	44	44	44	44	44	44	34	34	26	26	24
Grades 5 - 7	--	96	44	44	44	44	44	44	44	34	34	26	26	24
Grades 8 - 10	--	--	--	52	44	44	44	44	44	34	34	26	26	24

NOTE: General increase - additional 2.7% of base salary rates in effect on July 20, 1984.

POSTAL SERVICE (PS) SCHEDULE
FULL-TIME ANNUAL RATES
STEP INCREASE CHART FOR SCHEDULE
EFFECTIVE JULY 19, 1986 (PP 16-86)

RSC P (APWU/NALC)

PS GRADE	A-B	B-C	C-D	(1-2) D-E	(2-3) E-F	(3-4) F-G	(4-5) G-H	(5-6) H-I	(6-7) I-J	(7-8) J-K	(8-9) K-L	(9-10) L-M	(10-11) M-N	(11-12) N-O
1 Basic	$1,888	$1,890	$2,416	$193	$193	$193	$190	$193	$193	$193	$193	$190	$193	$193
2 Basic	1,934	1,932	2,474	208	208	208	211	208	208	208	208	211	208	208
3 Basic	1,984	1,984	2,534	226	226	223	226	223	226	226	223	226	226	223
4 Basic		2,036	2,602	243	243	243	243	243	243	246	243	243	243	243
5 Basic		2,094	1,628	260	263	260	263	260	263	263	260	263	260	263
6 Basic		1,079	1,676	284	284	284	284	284	284	284	284	287	284	284
7 Basic		1,111	1,727	307	304	307	307	304	307	304	307	307	304	307
8 Basic				334	331	331	334	331	331	331	334	331	331	334
9 Basic				359	359	359	356	359	359	359	359	359	359	359
10 Basic				388	385	388	388	385	388	388	385	388	388	385

* * * * * RETIREE ELGIBLE SCHEDULE * * * * *

POSTAL SERVICE (PS) SCHEDULE
FULL-TIME ANNUAL RATES
RSC P1 (APWU/NALC) EFFECTIVE JULY 19, 1986 (PP 16-86)

PS GRADE	(1) D	(2) E	(3) F	(4) G	(5) H	(6) I	(7) J	(8) K	(9) L	(10) M	(11) N	(12) O
1 Basic	21,146	21,339	21,532	21,725	21,915	22,108	22,301	22,494	22,687	22,877	23,070	23,263
COLA	790	790	790	790	790	790	790	790	790	790	790	790
Base	21,936	22,129	22,322	22,515	22,705	22,898	23,091	23,284	23,477	23,667	23,860	24,053
2 Basic	21,611	21,819	22,027	22,235	22,446	22,654	22,862	23,070	23,278	23,489	23,697	23,905
COLA	790	790	790	790	790	790	790	790	790	790	790	790
Base	22,401	22,609	22,817	23,025	23,236	23,444	23,652	23,860	24,068	24,279	24,487	24,695
3 Basic	22,114	22,340	22,566	22,789	23,015	23,238	23,464	23,690	23,913	24,139	24,365	24,588
COLA	790	790	790	790	790	790	790	790	790	790	790	790
Base	22,904	23,130	23,356	23,579	23,805	24,028	24,254	24,480	24,703	24,929	25,155	25,378
4 Basic	22,661	22,904	23,147	23,390	23,633	23,876	24,119	24,365	24,608	24,851	25,094	25,337
COLA	790	790	790	790	790	790	790	790	790	790	790	790
Base	23,451	23,694	23,937	24,180	24,423	24,666	24,909	25,155	25,398	25,641	25,884	26,127
5 Basic	23,254	23,514	23,777	24,037	24,300	24,560	24,823	25,086	25,346	25,609	25,869	26,132
COLA	790	790	790	790	790	790	790	790	790	790	790	790
Base	24,044	24,304	24,567	24,827	25,090	25,350	25,613	25,876	26,136	26,399	26,659	26,922
6 Basic	23,890	24,174	24,458	24,742	25,026	25,310	25,594	25,878	26,162	26,449	26,733	27,017
COLA	790	790	790	790	790	790	790	790	790	790	790	790
Base	24,680	24,964	25,248	25,532	25,816	26,100	26,384	26,668	26,952	27,239	27,523	27,807
7 Basic	24,581	24,888	25,192	25,499	25,806	26,110	26,417	26,721	27,028	27,335	27,639	27,946
COLA	790	790	790	790	790	790	790	790	790	790	790	790
Base	25,371	25,678	25,982	26,289	26,596	26,900	27,207	27,511	27,818	28,125	28,429	28,736
8 Basic	25,321	25,655	25,986	26,317	26,651	26,982	27,313	27,644	27,978	28,309	28,640	28,974
COLA	790	790	790	790	790	790	790	790	790	790	790	790
Base	26,111	26,445	26,776	27,107	27,441	27,772	28,103	28,434	28,768	29,099	29,430	29,764
9 Basic	26,130	26,489	26,848	27,207	27,563	27,922	28,281	28,640	28,999	29,358	29,717	30,076
COLA	790	790	790	790	790	790	790	790	790	790	790	790
Base	26,920	27,279	27,638	27,997	28,353	28,712	29,071	29,430	29,789	30,148	30,507	30,866
10 Basic	26,982	27,370	27,755	28,143	28,531	28,916	29,304	29,692	30,077	30,465	30,853	31,238
COLA	790	790	790	790	790	790	790	790	790	790	790	790
Base	27,772	28,160	28,545	28,933	29,321	29,706	30,094	30,482	30,867	31,255	31,643	32,028

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O
Grades 1 - 7	44	44	44	44	44	44	34	34	26	26	24
Grades 8 - 10	52	44	44	44	44	44	34	34	26	26	24

NOTE: General increase - additional 2.7% of base salary rates in effect on July 20, 1984.

***** RETIREE ELGIBLE SCHEDULE *****

POSTAL SERVICE (PS) SCHEDULE

RSC P1 (APWU/NALC) FLEXIBLE EMPLOYEES - HOURLY RATES

EFFECTIVE JULY 19, 1986 (PP 16-86)

PS GRADE	(1) D	(2) E	(3) F	(4) G	(5) H	(6) I	(7) J	(8) K	(9) L	(10) M	(11) N	(12) O
1 Basic	10.57	10.67	10.77	10.86	10.96	11.05	11.15	11.25	11.34	11.44	11.54	11.63
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	10.95	11.05	11.15	11.24	11.34	11.43	11.53	11.63	11.72	11.82	11.92	12.01
2 Basic	10.81	10.91	11.01	11.12	11.22	11.33	11.43	11.54	11.64	11.74	11.85	11.95
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	11.19	11.29	11.39	11.50	11.60	11.71	11.81	11.92	12.02	12.12	12.23	12.33
3 Basic	11.06	11.17	11.28	11.39	11.51	11.62	11.73	11.85	11.96	12.07	12.18	12.29
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	11.44	11.55	11.66	11.77	11.89	12.00	12.11	12.23	12.34	12.45	12.56	12.67
4 Basic	11.33	11.45	11.57	11.70	11.82	11.94	12.06	12.18	12.30	12.43	12.55	12.67
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	11.71	11.83	11.95	12.08	12.20	12.32	12.44	12.56	12.68	12.81	12.93	13.05
5 Basic	11.63	11.76	11.89	12.02	12.15	12.28	12.41	12.54	12.67	12.80	12.93	13.07
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	12.01	12.14	12.27	12.40	12.53	12.66	12.79	12.92	13.05	13.18	13.31	13.45
6 Basic	11.95	12.09	12.23	12.37	12.51	12.66	12.80	12.94	13.08	13.22	13.37	13.51
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	12.33	12.47	12.61	12.75	12.89	13.04	13.18	13.32	13.46	13.60	13.75	13.89
7 Basic	12.29	12.44	12.60	12.75	12.90	13.06	13.21	13.36	13.51	13.67	13.82	13.97
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	12.67	12.82	12.98	13.13	13.28	13.44	13.59	13.74	13.89	14.05	14.20	14.35
8 Basic	12.66	12.83	12.99	13.16	13.33	13.49	13.66	13.82	13.99	14.15	14.32	14.49
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	13.04	13.21	13.37	13.54	13.71	13.87	14.04	14.20	14.37	14.53	14.70	14.87
9 Basic	13.07	13.24	13.42	13.60	13.78	13.96	14.14	14.32	14.50	14.68	14.86	15.04
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	13.45	13.62	13.80	13.98	14.16	14.34	14.52	14.70	14.88	15.06	15.24	15.42
10 Basic	13.49	13.69	13.88	14.07	14.27	14.46	14.65	14.85	15.04	15.23	15.43	15.62
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	13.87	14.07	14.26	14.45	14.65	14.84	15.03	15.23	15.42	15.61	15.81	16.00

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O
Grades 1 - 7	44	44	44	44	44	44	34	34	26	26	24
Grades 8 - 10	52	44	44	44	44	44	34	34	26	26	24

NOTE: General increase - additional 2.7% of base salary rates in effect on July 20, 1984.

* * * * * RETIREE ELGIBLE SCHEDULE * * * * *

POSTAL SERVICE (PS) SCHEDULE
HOURLY RATE REGULARS
EFFECTIVE JULY 19, 1986 (PP 16-86)

RSC P1 (APWU/NALC)

PS GRADE	(1) D	(2) E	(3) F	(4) G	(5) H	(6) I	(7) J	(8) K	(9) L	(10) M	(11) N	(12) O
1 Basic	10.17	10.26	10.35	10.44	10.54	10.63	10.72	10.81	10.91	11.00	11.09	11.18
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	10.55	10.64	10.73	10.82	10.92	11.01	11.10	11.19	11.29	11.38	11.47	11.56
2 Basic	10.39	10.49	10.59	10.69	10.79	10.89	10.99	11.09	11.19	11.29	11.39	11.49
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	10.77	10.87	10.97	11.07	11.17	11.27	11.37	11.47	11.57	11.67	11.77	11.87
3 Basic	10.63	10.74	10.85	10.96	11.06	11.17	11.28	11.39	11.50	11.61	11.71	11.82
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	11.01	11.12	11.23	11.34	11.44	11.55	11.66	11.77	11.88	11.99	12.09	12.20
4 Basic	10.89	11.01	11.13	11.25	11.36	11.48	11.60	11.71	11.83	11.95	12.06	12.18
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	11.27	11.39	11.51	11.63	11.74	11.86	11.98	12.09	12.21	12.33	12.44	12.56
5 Basic	11.18	11.30	11.43	11.56	11.68	11.81	11.93	12.06	12.19	12.31	12.44	12.56
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	11.56	11.68	11.81	11.94	12.06	12.19	12.31	12.44	12.57	12.69	12.82	12.94
6 Basic	11.49	11.62	11.76	11.90	12.03	12.17	12.30	12.44	12.58	12.72	12.85	12.99
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	11.87	12.00	12.14	12.28	12.41	12.55	12.68	12.82	12.96	13.10	13.23	13.37
7 Basic	11.82	11.97	12.11	12.26	12.41	12.55	12.70	12.85	12.99	13.14	13.29	13.44
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	12.20	12.35	12.49	12.64	12.79	12.93	13.08	13.23	13.37	13.52	13.67	13.82
8 Basic	12.17	12.33	12.49	12.65	12.81	12.97	13.13	13.29	13.45	13.61	13.77	13.93
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	12.55	12.71	12.87	13.03	13.19	13.35	13.51	13.67	13.83	13.99	14.15	14.31
9 Basic	12.56	12.74	12.91	13.08	13.25	13.42	13.60	13.77	13.94	14.11	14.29	14.46
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	12.94	13.12	13.29	13.46	13.63	13.80	13.98	14.15	14.32	14.49	14.67	14.84
10 Basic	12.97	13.16	13.34	13.53	13.72	13.90	14.09	14.28	14.46	14.65	14.83	15.02
COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Base	13.35	13.54	13.72	13.91	14.10	14.28	14.47	14.66	14.84	15.03	15.21	15.40

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O
Grades 1 - 7	44	44	44	44	44	44	34	34	26	26	24
Grades 8 - 10	52	44	44	44	44	44	34	34	26	26	24

NOTE: General increase - additional 2.7% of base salary rates in effect on July 20, 1984.

* * * * * RETIREE ELGIBLE SCHEDULE * * * * *

POSTAL SERVICE (PS) SCHEDULE
FULL-TIME ANNUAL RATES
STEP INCREASE CHART FOR SCHEDULE
EFFECTIVE JULY 19, 1986 (PP 16-86)

RSC P1 (APWU/NALC)

PS GRADE	(1-2) D-E	(2-3) E-F	(3-4) F-G	(4-5) G-H	(5-6) H-I	(6-7) I-J	(7-8) J-K	(8-9) K-L	(9-10) L-M	(10-11) M-N	(11-12) N-O
1 Basic	$193	$193	$193	$190	$193	$193	$193	$193	$190	$193	$193
2 Basic	208	208	208	211	208	208	208	208	211	208	208
3 Basic	226	226	223	226	223	226	226	223	226	226	223
4 Basic	243	243	243	243	243	243	246	243	243	243	243
5 Basic	260	263	260	263	260	263	263	260	263	260	263
6 Basic	284	284	284	284	284	284	284	284	287	284	284
7 Basic	307	304	307	307	304	307	304	307	307	304	307
8 Basic	334	331	331	334	331	331	331	334	331	331	334
9 Basic	359	359	359	356	359	359	359	359	359	359	359
10 Basic	388	385	388	388	385	388	388	385	388	388	385

RSC M

MAIL HANDLERS' SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE JULY 19, 1986 (PP 16-86)

MH GRADE		A	B	C	(1) D	(2) E	(3) F	(4) G	(5) H	(6) I	(7) J	(8) K	(9) L	(10) M	(11) N	(12) O
3	Basic	14,206	16,190	18,174	20,714	20,940	21,166	21,389	21,615	21,841	22,064	22,290	22,513	22,739	22,965	23,188
	COLA	2,038	2,038	2,038	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
	Base	16,244	18,228	20,212	23,148	23,374	23,600	23,823	24,049	24,275	24,498	24,724	24,947	25,173	25,399	25,622
4	Basic		16,617	18,653	21,261	21,504	21,747	21,990	22,233	22,476	22,722	22,965	23,208	23,451	23,694	23,937
	COLA		2,038	2,038	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
	Base		18,655	20,691	23,695	23,938	24,181	24,424	24,667	24,910	25,156	25,399	25,642	25,885	26,128	26,371
5	Basic		18,126	20,220	21,854	22,114	22,377	22,637	22,900	23,163	23,423	23,686	23,946	24,209	24,469	24,732
	COLA		2,038	2,038	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
	Base		20,164	22,258	24,288	24,548	24,811	25,071	25,334	25,597	25,857	26,120	26,380	26,643	26,903	27,166
6	Basic		19,731	20,808	22,490	22,774	23,058	23,342	23,626	23,910	24,194	24,478	24,765	25,049	25,333	25,617
	COLA		2,038	2,038	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
	Base		21,769	22,846	24,924	25,208	25,492	25,776	26,060	26,344	26,628	26,912	27,199	27,483	27,767	28,051

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O
Grade 3	96	88	88	44	44	44	44	44	44	34	34	26	26	24
Grade 4	--	96	88	44	44	44	44	44	44	34	34	26	26	24
Grades 5 - 6	--	96	44	44	44	44	44	44	44	34	34	26	26	24

NOTE: General increase - additional 2.7% of base salary rates in effect on July 20, 1984.

RSC M

MAIL HANDLERS' SCHEDULE
FLEXIBLE EMPLOYEES -- HOURLY RATES
EFFECTIVE JULY 19, 1986 (PP 16-86)

MH GRADE		A	B	C	(1) D	(2) E	(3) F	(4) G	(5) H	(6) I	(7) J	(8) K	(9) L	(10) M	(11) N	(12) O
3	Basic	7.10	8.10	9.09	10.36	10.47	10.58	10.69	10.81	10.92	11.03	11.15	11.26	11.37	11.48	11.59
	COLA	0.98	0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
	Base	8.08	9.08	10.07	11.53	11.64	11.75	11.86	11.98	12.09	12.20	12.32	12.43	12.54	12.65	12.76
4	Basic		8.31	9.33	10.63	10.75	10.87	11.00	11.12	11.24	11.36	11.48	11.60	11.73	11.85	11.97
	COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
	Base		9.29	10.31	11.80	11.92	12.04	12.17	12.29	12.41	12.53	12.65	12.77	12.90	13.02	13.14
5	Basic		9.06	10.11	10.93	11.06	11.19	11.32	11.45	11.58	11.71	11.84	11.97	12.10	12.23	12.37
	COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
	Base		10.04	11.09	12.10	12.23	12.36	12.49	12.62	12.75	12.88	13.01	13.14	13.27	13.40	13.54
6	Basic		9.87	10.40	11.25	11.39	11.53	11.67	11 81	11.96	12.10	12.24	12.38	12.52	12.67	12.81
	COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
	Base		10.85	11.38	12.42	12.56	12.70	12.84	12.98	13.13	13.27	13.41	13.55	13.69	13.84	13.98

HOURLY RATE REGULARS

MH GRADE		A	B	C	(1) D	(2) E	(3) F	(4) G	(5) H	(6) I	(7) J	(8) K	(9)	(10) M	(11) N	(12) O
3	Basic	6.83	7.78	8.74	9.96	10.07	10.18	10.28	10.39	10.50	10.61	10.72	10.82	10.93	11.04	11.15
	COLA	0.98	0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
	Base	7.81	8.76	9.72	11.13	11.24	11.35	11.45	11.56	11.67	11.78	11.89	11.99	12.10	12.21	12.32
4	Basic		7.99	8.97	10.22	10.34	10.46	10.57	10.69	10.81	10.92	11.04	11.16	11.27	11.39	11.51
	COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
	Base		8.97	9.95	11.39	11.51	11.63	11.74	11.86	11.98	12.09	12.21	12.33	12.44	12.56	12.68
5	Basic		8.71	9.72	10.51	10.63	10.76	10.88	11.01	11.14	11.26	11.39	11.51	11.64	11.76	11.89
	COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
	Base		9.69	10.70	11.68	11.80	11.93	12.05	12.18	12.31	12.43	12.56	12.68	12.81	12.93	13.06
6	Basic		9.49	10.00	10.81	10.95	11.09	11.22	11.36	11.50	11.63	11.77	11.91	12.04	12.18	12.32
	COLA		0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
	Base		10.47	10.98	11.98	12.12	12.26	12.39	12.53	12.67	12.80	12.94	13.08	13.21	13.35	13.49

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O
Grade 3	96	88	88	44	44	44	44	44	44	34	34	26	26	24
Grade 4	--	96	88	44	44	44	44	44	44	34	34	26	26	24
Grades 5 - 6	--	96	44	44	44	44	44	44	44	34	34	26	26	24

NOTE: General increase - additional 2.7% of base salary rates in effect on July 20, 1984.

***** RETIREE ELIGIBLE SCHEDULE *****

MAIL HANDLERS' SCHEDULE

FULL-TIME ANNUAL RATES

RSC M1 EFFECTIVE JULY 19, 1986 (PP 16-86)

MN GRADE		(1) D	(2) E	(3) F	(4) G	(5) H	(6) I	(7) J	(8) K	(9) L	(10) M	(11) N	(12) O
3	Basic	22,357	22,583	22,809	23,032	23,258	23,484	23,707	23,933	24,156	24,382	24,608	24,831
	COLA	790	790	790	790	790	790	790	790	790	790	790	790
	Base	23,147	23,373	23,599	23,822	24,048	24,274	24,497	24,723	24,946	25,172	25,398	25,621
4	Basic	22,904	23,147	23,390	23,633	23,876	24,119	24,365	24,608	24,851	25,094	25,337	25,580
	COLA	790	790	790	790	790	790	790	790	790	790	790	790
	Base	23,694	23,937	24,180	24,423	24,666	24,909	25,155	25,398	25,641	25,884	26,127	26,370
5	Basic	23,497	23,757	24,020	24,280	24,543	24,806	25,066	25,329	25,589	25,852	26,112	26,375
	COLA	790	790	790	790	790	790	790	790	790	790	790	790
	Base	24,287	24,547	24,810	25,070	25,333	25,596	25,856	26,119	26,379	26,642	26,902	27,165
6	Basic	24,133	24,417	24,701	24,985	25,269	25,553	25,837	26,121	26,408	26,692	26,976	27,260
	COLA	790	790	790	790	790	790	790	790	790	790	790	790
	Base	24,923	25,207	25,491	25,775	26,059	26,343	26,627	26,911	27,198	27,482	27,766	28,050

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O
All Grades	44	44	44	44	44	44	34	34	26	26	24

NOTE: General increase - additional 2.7% of base salary rates in effect on July 20, 1984.

***** RETIREE ELIGIBLE SCHEDULE *****

MAIL HANDLERS' SCHEDULE

RSC M1 FLEXIBLE EMPLOYEES -- HOURLY RATES

EFFECTIVE JULY 19, 1986 (PP 16-86)

MH GRADE		(1) D	(2) E	(3) F	(4) G	(5) H	(6) I	(7) J	(8) K	(9) L	(10) M	(11) N	(12) O
3	Basic	11.18	11.29	11.40	11.52	11.63	11.74	11.85	11.97	12.08	12.19	12.30	12.42
	COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
	Base	11.56	11.67	11.78	11.90	12.01	12.12	12.23	12.35	12.46	12.57	12.68	12.80
4	Basic	11.45	11.57	11.70	11.82	11.94	12.06	12.18	12.30	12.43	12.55	12.67	12.79
	COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
	Base	11.83	11.95	12.08	12.20	12.32	12.44	12.56	12.68	12.81	12.93	13.05	13.17
5	Basic	11.75	11.88	12.01	12.14	12.27	12.40	12.53	12.66	12.79	12.93	13.06	13.19
	COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
	Base	12.13	12.26	12.39	12.52	12.65	12.78	12.91	13.04	13.17	13.31	13.44	13.57
6	Basic	12.07	12.21	12.35	12.49	12.63	12.78	12.92	13.06	13.20	13.35	13.49	13.63
	COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
	Base	12.45	12.59	12.73	12.87	13.01	13.16	13.30	13.44	13.58	13.73	13.87	14.01

HOURLY RATE REGULARS

MH GRADE		(1) D	(2) E	(3) F	(4) G	(5) H	(6) I	(7) J	(8) K	(9) L	(10) M	(11) N	(12) O
3	Basic	10.75	10.86	10.97	11.07	11.18	11.29	11.40	11.51	11.61	11.72	11.83	11.94
	COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
	Base	11.13	11.24	11.35	11.45	11.56	11.67	11.78	11.89	11.99	12.10	12.21	12.32
4	Basic	11.01	11.13	11.25	11.36	11.48	11.60	11.71	11.83	11.95	12.06	12.18	12.30
	COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
	Base	11.39	11.51	11.63	11.74	11.86	11.98	12.09	12.21	12.33	12.44	12.56	12.68
5	Basic	11.30	11.42	11.55	11.67	11.80	11.93	12.05	12.18	12.30	12.43	12.55	12.68
	COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
	Base	11.68	11.80	11.93	12.05	12.18	12.31	12.43	12.56	12.68	12.81	12.93	13.06
6	Basic	11.60	11.74	11.88	12.01	12.15	12.29	12.42	12.56	12.70	12.83	12.97	13.11
	COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
	Base	11.98	12.12	12.26	12.39	12.53	12.67	12.80	12.94	13.08	13.21	13.35	13.49

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To)=>	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O
All Grades	44	44	44	44	44	44	34	34	26	26	24

NOTE: General increase - additional 2.7% of base salary rates in effect on July 20, 1984.

RSC M

MAIL HANDLERS' SCHEDULE
STEP INCREASE TABLE
FOR SCHEDULE EFFECTIVE JULY 19, 1986 (PP 16-86)

MH GRADE	STEPS (FROM-TO)	A-B	B-C	C-D	(1-2) D-E	(2-3) E-F	(3-4) F-G	(4-5) G-H	(5-6) H-I	(6-7) I-J	(7-8) J-K	(8-9) K-L	(9-10) L-M	(10-11) M-N	(11-12) N-O
3	Basic	$1,984	$1,984	$2,540	$226	$226	$223	$226	$226	$223	$226	$223	$226	$226	$223
4	Basic		2,036	2,608	243	243	243	243	243	246	243	243	243	243	243
5	Basic		2,094	1,634	260	263	260	263	263	260	263	260	263	260	263
6	Basic		1,077	1,682	284	284	284	284	284	284	284	287	284	284	284

* * * * * RETIREE ELIGIBLE SCHEDULE * * * * *

RSC M1

MAIL HANDLERS' SCHEDULE
STEP INCREASE TABLE
FOR SCHEDULE EFFECTIVE JULY 19, 1986 (PP 16-86)

MH GRADE	STEPS (FROM-TO)	(1-2) D-E	(2-3) E-F	(3-4) F-G	(4-5) G-H	(5-6) H-I	(6-7) I-J	(7-8) J-K	(8-9) K-L	(9-10) L-M	(10-11) M-N	(11-12) N-O
3	Basic	$226	$226	$223	$226	$226	$223	$226	$223	$226	$226	$223
4	Basic	243	243	243	243	243	246	243	243	243	243	243
5	Basic	260	263	260	263	263	260	263	260	263	260	263
6	Basic	284	284	284	284	284	284	284	287	284	284	284

RURAL CARRIER EVALUATED SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE JULY 19, 1986 (PP 16-86)

RSC R

HOURS		B	C	1	2	3	4	5	6	7	8	9	10	11	12
12	Basic	4,820	5,384	5,840	5,924	6,008	6,092	6,176	6,260	6,344	6,428	6,512	6,596	6,680	6,764
	COLA	611	611	730	730	730	730	730	730	730	730	730	730	730	730
	Base	5,431	5,995	6,570	6,654	6,738	6,822	6,906	6,990	7,074	7,158	7,242	7,326	7,410	7,494
13	Basic	5,223	5,833	6,328	6,418	6,508	6,598	6,688	6,778	6,871	6,961	7,051	7,141	7,231	7,321
	COLA	662	662	791	791	791	791	791	791	791	791	791	791	791	791
	Base	5,885	6,495	7,119	7,209	7,299	7,389	7,479	7,569	7,662	7,752	7,842	7,932	8,022	8,112
14	Basic	5,623	6,282	6,813	6,910	7,010	7,107	7,204	7,304	7,401	7,498	7,598	7,695	7,792	7,892
	COLA	713	713	852	852	852	852	852	852	852	852	852	852	852	852
	Base	6,336	6,995	7,665	7,762	7,862	7,959	8,056	8,156	8,253	8,350	8,450	8,547	8,644	8,744
15	Basic	6,026	6,731	7,301	7,404	7,510	7,613	7,719	7,822	7,928	8,031	8,134	8,240	8,343	8,449
	COLA	764	764	913	913	913	913	913	913	913	913	913	913	913	913
	Base	6,790	7,495	8,214	8,317	8,423	8,526	8,632	8,735	8,841	8,944	9,047	9,153	9,256	9,362
16	Basic	6,427	7,180	7,786	7,899	8,012	8,122	8,235	8,345	8,458	8,571	8,681	8,794	8,904	9,017
	COLA	815	815	974	974	974	974	974	974	974	974	974	974	974	974
	Base	7,242	7,995	8,760	8,873	8,986	9,096	9,209	9,319	9,432	9,545	9,655	9,768	9,878	9,991
17	Basic	6,829	7,627	8,275	8,391	8,510	8,629	8,748	8,867	8,986	9,102	9,221	9,340	9,459	9,578
	COLA	866	866	1,034	1,034	1,034	1,034	1,034	1,034	1,034	1,034	1,034	1,034	1,034	1,034
	Base	7,695	8,493	9,309	9,425	9,544	9,663	9,782	9,901	10,020	10,136	10,255	10,374	10,493	10,612
18	Basic	7,230	8,076	8,760	8,886	9,012	9,138	9,264	9,390	9,516	9,642	9,768	9,894	10,020	10,146
	COLA	917	917	1,095	1,095	1,095	1,095	1,095	1,095	1,095	1,095	1,095	1,095	1,095	1,095
	Base	8,147	8,993	9,855	9,981	10,107	10,233	10,359	10,485	10,611	10,737	10,863	10,989	11,115	11,241
19	Basic	7,633	8,525	9,248	9,380	9,512	9,644	9,776	9,908	10,043	10,175	10,307	10,439	10,571	10,703
	COLA	968	968	1,156	1,156	1,156	1,156	1,156	1,156	1,156	1,156	1,156	1,156	1,156	1,156
	Base	8,601	9,493	10,404	10,536	10,668	10,800	10,932	11,064	11,199	11,331	11,463	11,595	11,727	11,859
20	Basic	8,034	8,974	9,736	9,875	10,014	10,153	10,295	10,434	10,573	10,715	10,854	10,993	11,132	11,274
	COLA	1,019	1,019	1,217	1,217	1,217	1,217	1,217	1,217	1,217	1,217	1,217	1,217	1,217	1,217
	Base	9,053	9,993	10,953	11,092	11,231	11,370	11,512	11,651	11,790	11,932	12,071	12,210	12,349	12,491
21	Basic	8,436	9,423	10,221	10,366	10,514	10,659	10,807	10,952	11,100	11,245	11,390	11,538	11,683	11,831
	COLA	1,070	1,070	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278
	Base	9,506	10,493	11,499	11,644	11,792	11,937	12,085	12,230	12,378	12,523	12,668	12,816	12,961	13,109
22	Basic	8,837	9,872	10,709	10,860	11,014	11,165	11,319	11,470	11,624	11,778	11,929	12,083	12,234	12,388
	COLA	1,121	1,121	1,339	1,339	1,339	1,339	1,339	1,339	1,339	1,339	1,339	1,339	1,339	1,339
	Base	9,958	10,993	12,048	12,199	12,353	12,504	12,658	12,809	12,963	13,117	13,268	13,422	13,573	13,727
23	Basic	9,240	10,321	11,194	11,355	11,516	11,674	11,835	11,993	12,157	12,318	12,476	12,637	12,795	12,956
	COLA	1,172	1,172	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400
	Base	10,412	11,493	12,594	12,755	12,916	13,074	13,235	13,393	13,557	13,718	13,876	14,037	14,195	14,356
24	Basic	9,640	10,768	11,683	11,847	12,014	12,181	12,348	12,515	12,682	12,849	13,016	13,183	13,350	13,517
	COLA	1,223	1,223	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460
	Base	10,863	11,991	13,143	13,307	13,474	13,641	13,808	13,975	14,142	14,309	14,476	14,643	14,810	14,977

RURAL CARRIER EVALUATED SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE JULY 19, 1986 (PP 16-86)

RSC R

HOURS		B	C	1	2	3	4	5	6	7	8	9	10	11	12
25	Basic	10,043	11,217	12,168	12,342	12,516	12,690	12,864	13,038	13,215	13,389	13,563	13,737	13,911	14,085
	COLA	1,274	1,274	1,521	1,521	1,521	1,521	1,521	1,521	1,521	1,521	1,521	1,521	1,521	1,521
	Base	11,317	12,491	13,689	13,863	14,037	14,211	14,385	14,559	14,736	14,910	15,084	15,258	15,432	15,606
26	Basic	10,444	11,666	12,656	12,836	13,016	13,196	13,379	13,556	13,739	13,922	14,099	14,282	14,462	14,642
	COLA	1,325	1,325	1,582	1,582	1,582	1,582	1,582	1,582	1,582	1,582	1,582	1,582	1,582	1,582
	Base	11,769	12,991	14,238	14,418	14,598	14,778	14,961	15,138	15,321	15,504	15,681	15,864	16,044	16,224
27	Basic	10,846	12,115	13,141	13,328	13,518	13,705	13,895	14,082	14,272	14,459	14,646	14,836	15,023	15,213
	COLA	1,376	1,376	1,643	1,643	1,643	1,643	1,643	1,643	1,643	1,643	1,643	1,643	1,643	1,643
	Base	12,222	13,491	14,784	14,971	15,161	15,348	15,538	15,725	15,915	16,102	16,289	16,479	16,666	16,856
28	Basic	11,247	12,564	13,629	13,822	14,018	14,211	14,407	14,600	14,796	14,992	15,185	15,381	15,574	15,770
	COLA	1,427	1,427	1,704	1,704	1,704	1,704	1,704	1,704	1,704	1,704	1,704	1,704	1,704	1,704
	Base	12,674	13,991	15,333	15,526	15,722	15,915	16,111	16,304	16,500	16,696	16,889	17,085	17,278	17,474
29	Basic	11,650	13,013	14,114	14,317	14,520	14,720	14,923	15,123	15,329	15,532	15,732	15,935	16,135	16,338
	COLA	1,478	1,478	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765
	Base	13,128	14,491	15,879	16,082	16,285	16,485	16,688	16,888	17,094	17,297	17,497	17,700	17,900	18,103
30	Basic	12,050	13,462	14,603	14,809	15,021	15,227	15,436	15,645	15,854	16,063	16,272	16,481	16,690	16,899
	COLA	1,529	1,529	1,826	1,826	1,826	1,826	1,826	1,826	1,826	1,826	1,826	1,826	1,826	1,826
	Base	13,579	14,991	16,429	16,635	16,847	17,053	17,262	17,471	17,680	17,889	18,098	18,307	18,516	18,725
31	Basic	12,453	13,909	15,088	15,304	15,520	15,736	15,952	16,168	16,387	16,603	16,819	17,035	17,251	17,467
	COLA	1,579	1,579	1,886	1,886	1,886	1,886	1,886	1,886	1,886	1,886	1,886	1,886	1,886	1,886
	Base	14,032	15,488	16,974	17,190	17,406	17,622	17,838	18,054	18,273	18,489	18,705	18,921	19,137	19,353
32	Basic	12,854	14,358	15,576	15,798	16,020	16,242	16,467	16,686	16,911	17,136	17,355	17,580	17,802	18,024
	COLA	1,630	1,630	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947
	Base	14,484	15,988	17,523	17,745	17,967	18,189	18,414	18,633	18,858	19,083	19,302	19,527	19,749	19,971
33	Basic	13,256	14,807	16,061	16,290	16,522	16,751	16,983	17,212	17,444	17,673	17,902	18,134	18,363	18,595
	COLA	1,681	1,681	2,008	2,008	2,008	2,008	2,008	2,008	2,008	2,008	2,008	2,008	2,008	2,008
	Base	14,937	16,488	18,069	18,298	18,530	18,759	18,991	19,220	19,452	19,681	19,910	20,142	20,371	20,603
34	Basic	13,657	15,256	16,549	16,784	17,022	17,257	17,495	17,730	17,968	18,206	18,441	18,679	18,914	19,152
	COLA	1,732	1,732	2,069	2,069	2,069	2,069	2,069	2,069	2,069	2,069	2,069	2,069	2,069	2,069
	Base	15,389	16,988	18,618	18,853	19,091	19,326	19,564	19,799	20,037	20,275	20,510	20,748	20,983	21,221
35	Basic	14,060	15,705	17,034	17,279	17,524	17,766	18,011	18,253	18,501	18,746	18,988	19,233	19,475	19,720
	COLA	1,783	1,783	2,130	2,130	2,130	2,130	2,130	2,130	2,130	2,130	2,130	2,130	2,130	2,130
	Base	15,843	17,488	19,164	19,409	19,654	19,896	20,141	20,383	20,631	20,876	21,118	21,363	21,605	21,850
36	Basic	14,460	16,154	17,522	17,770	18,024	18,272	18,523	18,774	19,025	19,276	19,527	19,778	20,026	20,280
	COLA	1,834	1,834	2,191	2,191	2,191	2,191	2,191	2,191	2,191	2,191	2,191	2,191	2,191	2,191
	Base	16,294	17,988	19,713	19,961	20,215	20,463	20,714	20,965	21,216	21,467	21,718	21,969	22,217	22,471
37	Basic	14,863	16,601	18,008	18,266	18,524	18,782	19,040	19,298	19,559	19,817	20,075	20,333	20,591	20,849
	COLA	1,885	1,885	2,251	2,251	2,251	2,251	2,251	2,251	2,251	2,251	2,251	2,251	2,251	2,251
	Base	16,748	18,486	20,259	20,517	20,775	21,033	21,291	21,549	21,810	22,068	22,326	22,584	22,842	23,100

RURAL CARRIER EVALUATED SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE JULY 19, 1986 (PP 16-86)

RSC R

HOURS		B	C	1	2	3	4	5	6	7	8	9	10	11	12
38	Basic	15,264	17,050	18,496	18,760	19,024	19,288	19,555	19,816	20,083	20,350	20,611	20,878	21,142	21,406
	COLA	1,936	1,936	2,312	2,312	2,312	2,312	2,312	2,312	2,312	2,312	2,312	2,312	2,312	2,312
	Base	17,200	18,986	20,808	21,072	21,336	21,600	21,867	22,128	22,395	22,662	22,923	23,190	23,454	23,718
39	Basic	15,666	17,499	18,981	19,252	19,526	19,797	20,071	20,342	20,616	20,887	21,158	21,432	21,703	21,977
	COLA	1,987	1,987	2,373	2,373	2,373	2,373	2,373	2,373	2,373	2,373	2,373	2,373	2,373	2,373
	Base	17,653	19,486	21,354	21,625	21,899	22,170	22,444	22,715	22,989	23,260	23,531	23,805	24,076	24,350
40	Basic	16,067	17,948	19,469	19,746	20,026	20,303	20,583	20,860	21,140	21,420	21,697	21,977	22,254	22,534
	COLA	2,038	2,038	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
	Base	18,105	19,986	21,903	22,180	22,460	22,737	23,017	23,294	23,574	23,854	24,131	24,411	24,688	24,968
41	Basic	16,670	18,622	20,200	20,487	20,777	21,067	21,357	21,644	21,934	22,227	22,514	22,804	23,091	23,381
	COLA	2,114	2,114	2,525	2,525	2,525	2,525	2,525	2,525	2,525	2,525	2,525	2,525	2,525	2,525
	Base	18,784	20,736	22,725	23,012	23,302	23,592	23,882	24,169	24,459	24,752	25,039	25,329	25,616	25,906
42	Basic	17,273	19,295	20,930	21,226	21,528	21,824	22,126	22,422	22,724	23,023	23,319	23,621	23,917	24,219
	COLA	2,191	2,191	2,617	2,617	2,617	2,617	2,617	2,617	2,617	2,617	2,617	2,617	2,617	2,617
	Base	19,464	21,486	23,547	23,843	24,145	24,441	24,743	25,039	25,341	25,640	25,936	26,238	26,534	26,836
43	Basic	17,874	19,967	21,658	21,967	22,279	22,588	22,897	23,206	23,518	23,830	24,136	24,448	24,757	25,066
	COLA	2,267	2,267	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708
	Base	20,141	22,234	24,366	24,675	24,987	25,296	25,605	25,914	26,226	26,538	26,844	27,156	27,465	27,774
44	Basic	18,477	20,640	22,389	22,708	23,030	23,349	23,671	23,990	24,312	24,634	24,953	25,275	25,594	25,916
	COLA	2,344	2,344	2,799	2,799	2,799	2,799	2,799	2,799	2,799	2,799	2,799	2,799	2,799	2,799
	Base	20,821	22,984	25,188	25,507	25,829	26,148	26,470	26,789	27,111	27,433	27,752	28,074	28,393	28,715
45	Basic	19,080	21,314	23,120	23,449	23,781	24,113	24,445	24,774	25,106	25,441	25,770	26,102	26,431	26,763
	COLA	2,420	2,420	2,890	2,890	2,890	2,890	2,890	2,890	2,890	2,890	2,890	2,890	2,890	2,890
	Base	21,500	23,734	26,010	26,339	26,671	27,003	27,335	27,664	27,996	28,331	28,660	28,992	29,321	29,653
46	Basic	19,683	21,987	23,850	24,188	24,532	24,870	25,214	25,552	25,896	26,237	26,575	26,919	27,257	27,601
	COLA	2,497	2,497	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982
	Base	22,180	24,484	26,832	27,170	27,514	27,852	28,196	28,534	28,878	29,219	29,557	29,901	30,239	30,583
47	Basic	20,284	22,659	24,581	24,929	25,283	25,634	25,985	26,336	26,690	27,044	27,392	27,746	28,097	28,448
	COLA	2,573	2,573	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073
	Base	22,857	25,232	27,654	28,002	28,356	28,707	29,058	29,409	29,763	30,117	30,465	30,819	31,170	31,521
48	Basic	20,887	23,332	25,309	25,670	26,034	26,395	26,759	27,120	27,484	27,848	28,209	28,573	28,934	29,298
	COLA	2,649	2,649	3,164	3,164	3,164	3,164	3,164	3,164	3,164	3,164	3,164	3,164	3,164	3,164
	Base	23,536	25,981	28,473	28,834	29,198	29,559	29,923	30,284	30,648	31,012	31,373	31,737	32,098	32,462

NOTE: At 40 Hours, this schedule includes the same general increase dollar amounts as received by a PS-5, applied proportionately to Substitute schedules and grades and steps above and below 40 Hours.

RSC R

RURAL CARRIER EVALUATED SCHEDULE
STEP INCREASE TABLE
FOR SCHEDULE EFFECTIVE JULY 19, 1986 (PP 16-86)

HOURS	B-C	C-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12
12 Basic	$564	$456	$84	$84	$84	$84	$84	$84	$84	$84	$84	$84	$84
13 Basic	610	495	90	90	90	90	90	93	90	90	90	90	90
14 Basic	659	531	97	100	97	97	100	97	97	100	97	97	100
15 Basic	705	570	103	106	103	106	103	106	103	103	106	103	106
16 Basic	753	606	113	113	110	113	110	113	113	110	113	110	113
17 Basic	798	648	116	119	119	119	119	119	116	119	119	119	119
18 Basic	846	684	126	126	126	126	126	126	126	126	126	126	126
19 Basic	892	723	132	132	132	132	132	135	132	132	132	132	132
20 Basic	940	762	139	139	139	142	139	139	142	139	139	139	142
21 Basic	987	798	145	148	145	148	145	148	145	145	148	145	148
22 Basic	1,035	837	151	154	151	154	151	154	154	151	154	151	154
23 Basic	1,081	873	161	161	158	161	158	164	161	158	161	158	161
24 Basic	1,128	915	164	167	167	167	167	167	167	167	167	167	167
25 Basic	1,174	951	174	174	174	174	174	177	174	174	174	174	174
26 Basic	1,222	990	180	180	180	183	177	183	183	177	183	180	180
27 Basic	1,269	1,026	187	190	187	190	187	190	187	187	190	187	190
28 Basic	1,317	1,065	193	196	193	196	193	196	196	193	196	193	196
29 Basic	1,363	1,101	203	203	200	203	200	206	203	200	203	200	203
30 Basic	1,412	1,141	206	212	206	209	209	209	209	209	209	209	209
31 Basic	1,456	1,179	216	216	216	216	216	219	216	216	216	216	216
32 Basic	1,504	1,218	222	222	222	225	219	225	225	219	225	222	222
33 Basic	1,551	1,254	229	232	229	232	229	232	229	229	232	229	232
34 Basic	1,599	1,293	235	238	235	238	235	238	238	235	238	235	238
35 Basic	1,645	1,329	245	245	242	245	242	248	245	242	245	242	245
36 Basic	1,694	1,368	248	254	248	251	251	251	251	251	251	248	254
37 Basic	1,738	1,407	258	258	258	258	258	261	258	258	258	258	258

RURAL CARRIER EVALUATED SCHEDULE
STEP INCREASE TABLE
FOR SCHEDULE EFFECTIVE JULY 19, 1986 (PP 16-86)

RSC R

HOURS	B-C	C-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12
38 Basic	1,786	1,446	264	264	264	267	261	267	267	261	267	264	264
39 Basic	1,833	1,482	271	274	271	274	271	274	271	271	274	271	274
40 Basic	1,881	1,521	277	280	277	280	277	280	280	277	280	277	280
41 Basic	1,952	1,578	287	290	290	290	287	290	293	287	290	287	290
42 Basic	2,022	1,635	296	302	296	302	296	302	299	296	302	296	302
43 Basic	2,093	1,691	309	312	309	309	309	312	312	306	312	309	309
44 Basic	2,163	1,749	319	322	319	322	319	322	322	319	322	319	322
45 Basic	2,234	1,806	329	332	332	332	329	332	335	329	332	329	332
46 Basic	2,304	1,863	338	344	338	344	338	344	341	338	344	338	344
47 Basic	2,375	1,922	348	354	351	351	351	354	354	348	354	351	351
48 Basic	2,445	1,977	361	364	361	364	361	364	364	361	364	361	364

RSC R

SUBSTITUTE RURAL CARRIER
6 DAY EVALUATED SCHEDULE
EFFECTIVE JULY 19, 1986 (PP 16-86)

HOURS		B	C	1	2	3	4	5	6	7	8	9	10	11	12
12	Basic	15.96	17.83	19.34	19.62	19.89	20.17	20.45	20.73	21.01	21.28	21.56	21.84	22.12	22.40
	COLA	2.02	2.02	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42
	Base	17.98	19.85	21.76	22.04	22.31	22.59	22.87	23.15	23.43	23.70	23.98	24.26	24.54	24.82
13	Basic	17.29	19.31	20.95	21.25	21.55	21.85	22.15	22.44	22.75	23.05	23.35	23.65	23.94	24.24
	COLA	2.19	2.19	2.62	2.62	2.62	2.62	2.62	2.62	2.62	2.62	2.62	2.62	2.62	2.62
	Base	19.48	21.50	23.57	23.87	24.17	24.47	24.77	25.06	25.37	25.67	25.97	26.27	26.56	26.86
14	Basic	18.62	20.80	22.56	22.88	23.21	23.53	23.85	24.19	24.51	24.83	25.16	25.48	25.80	26.13
	COLA	2.36	2.36	2.82	2.82	2.82	2.82	2.82	2.82	2.82	2.82	2.82	2.82	2.82	2.82
	Base	20.98	23.16	25.38	25.70	26.03	26.35	26.67	27.01	27.33	27.65	27.98	28.30	28.62	28.95
15	Basic	19.95	22.29	24.18	24.52	24.87	25.21	25.56	25.90	26.25	26.59	26.93	27.28	27.63	27.98
	COLA	2.53	2.53	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02
	Base	22.48	24.82	27.20	27.54	27.89	28.23	28.58	28.92	29.27	29.61	29.95	30.30	30.65	31.00
16	Basic	21.28	23.77	25.78	26.16	26.53	26.89	27.27	27.63	28.01	28.38	28.75	29.12	29.48	29.86
	COLA	2.70	2.70	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23
	Base	23.98	26.47	29.01	29.39	29.76	30.12	30.50	30.86	31.24	31.61	31.98	32.35	32.71	33.09
17	Basic	22.61	25.25	27.40	27.78	28.18	28.57	28.97	29.36	29.75	30.14	30.53	30.93	31.32	31.72
	COLA	2.87	2.87	3.42	3.42	3.42	3.42	3.42	3.42	3.42	3.42	3.42	3.42	3.42	3.42
	Base	25.48	28.12	30.82	31.20	31.60	31.99	32.39	32.78	33.17	33.56	33.95	34.35	34.74	35.14
18	Basic	23.94	26.74	29.01	29.42	29.84	30.26	30.68	31.09	31.51	31.93	32.34	32.76	33.18	33.60
	COLA	3.04	3.04	3.63	3.63	3.63	3.63	3.63	3.63	3.63	3.63	3.63	3.63	3.63	3.63
	Base	26.98	29.78	32.64	33.05	33.47	33.89	34.31	34.72	35.14	35.56	35.97	36.39	36.81	37.23
19	Basic	25.27	28.23	30.62	31.06	31.50	31.93	32.37	32.81	33.25	33.69	34.13	34.57	35.00	35.44
	COLA	3.21	3.21	3.83	3.83	3.83	3.83	3.83	3.83	3.83	3.83	3.83	3.83	3.83	3.83
	Base	28.48	31.44	34.45	34.89	35.33	35.76	36.20	36.64	37.08	37.52	37.96	38.40	38.83	39.27
20	Basic	26.60	29.72	32.24	32.70	33.16	33.62	34.09	34.55	35.01	35.48	35.94	36.40	36.86	37.33
	COLA	3.37	3.37	4.03	4.03	4.03	4.03	4.03	4.03	4.03	4.03	4.03	4.03	4.03	4.03
	Base	29.97	33.09	36.27	36.73	37.19	37.65	38.12	38.58	39.04	39.51	39.97	40.43	40.89	41.36
21	Basic	27.93	31.20	33.84	34.32	34.81	35.29	35.78	36.26	36.75	37.24	37.72	38.21	38.69	39.18
	COLA	3.54	3.54	4.23	4.23	4.23	4.23	4.23	4.23	4.23	4.23	4.23	4.23	4.23	4.23
	Base	31.47	34.74	38.07	38.55	39.04	39.52	40.01	40.49	40.98	41.47	41.95	42.44	42.92	43.41
22	Basic	29.26	32.69	35.46	35.96	36.47	36.97	37.48	37.98	38.49	39.00	39.50	40.01	40.51	41.02
	COLA	3.71	3.71	4.43	4.43	4.43	4.43	4.43	4.43	4.43	4.43	4.43	4.43	4.43	4.43
	Base	32.97	36.40	39.89	40.39	40.90	41.40	41.91	42.41	42.92	43.43	43.93	44.44	44.94	45.45
23	Basic	30.60	34.18	37.07	37.60	38.13	38.66	39.19	39.71	40.25	40.79	41.31	41.84	42.37	42.90
	COLA	3.88	3.88	4.64	4.64	4.64	4.64	4.64	4.64	4.64	4.64	4.64	4.64	4.64	4.64
	Base	34.48	38.06	41.71	42.24	42.77	43.30	43.83	44.35	44.89	45.43	45.95	46.48	47.01	47.54
24	Basic	31.92	35.66	38.69	39.23	39.78	40.33	40.89	41.44	41.99	42.55	43.10	43.65	44.21	44.76
	COLA	4.05	4.05	4.83	4.83	4.83	4.83	4.83	4.83	4.83	4.83	4.83	4.83	4.83	4.83
	Base	35.97	39.71	43.52	44.06	44.61	45.16	45.72	46.27	46.82	47.38	47.93	48.48	49.04	49.59

SUBSTITUTE RURAL CARRIER
6 DAY EVALUATED SCHEDULE
EFFECTIVE JULY 19, 1986 (PP 16-86)

RSC R

HOURS		B	C	1	2	3	4	5	6	7	8	9	10	11	12
25	Basic	33.25	37.14	40.29	40.87	41.44	42.02	42.60	43.17	43.76	44.33	44.91	45.49	46.06	46.64
	COLA	4.22	4.22	5.04	5.04	5.04	5.04	5.04	5.04	5.04	5.04	5.04	5.04	5.04	5.04
	Base	37.47	41.36	45.33	45.91	46.48	47.06	47.64	48.21	48.80	49.37	49.95	50.53	51.10	51.68
26	Basic	34.58	38.63	41.91	42.50	43.10	43.70	44.30	44.89	45.49	46.10	46.69	47.29	47.89	48.48
	COLA	4.39	4.39	5.24	5.24	5.24	5.24	5.24	5.24	5.24	5.24	5.24	5.24	5.24	5.24
	Base	38.97	43.02	47.15	47.74	48.34	48.94	49.54	50.13	50.73	51.34	51.93	52.53	53.13	53.72
27	Basic	35.91	40.12	43.51	44.13	44.76	45.38	46.01	46.63	47.26	47.88	48.50	49.13	49.75	50.37
	COLA	4.56	4.56	5.44	5.44	5.44	5.44	5.44	5.44	5.44	5.44	5.44	5.44	5.44	5.44
	Base	40.47	44.68	48.95	49.57	50.20	50.82	51.45	52.07	52.70	53.32	53.94	54.57	55.19	55.81
28	Basic	37.24	41.60	45.13	45.77	46.42	47.06	47.71	48.34	48.99	49.64	50.28	50.93	51.57	52.22
	COLA	4.73	4.73	5.64	5.64	5.64	5.64	5.64	5.64	5.64	5.64	5.64	5.64	5.64	5.64
	Base	41.97	46.33	50.77	51.41	52.06	52.70	53.35	53.98	54.63	55.28	55.92	56.57	57.21	57.86
29	Basic	38.58	43.09	46.74	47.41	48.08	48.74	49.41	50.08	50.76	51.43	52.09	52.76	53.43	54.10
	COLA	4.89	4.89	5.84	5.84	5.84	5.84	5.84	5.84	5.84	5.84	5.84	5.84	5.84	5.84
	Base	43.47	47.98	52.58	53.25	53.92	54.58	55.25	55.92	56.60	57.27	57.93	58.60	59.27	59.94
30	Basic	39.90	44.58	48.35	49.04	49.74	50.42	51.11	51.80	52.50	53.19	53.88	54.57	55.26	55.96
	COLA	5.06	5.06	6.05	6.05	6.05	6.05	6.05	6.05	6.05	6.05	6.05	6.05	6.05	6.05
	Base	44.96	49.64	54.40	55.09	55.79	56.47	57.16	57.85	58.55	59.24	59.93	60.62	61.31	62.01
31	Basic	41.24	46.06	49.96	50.68	51.39	52.11	52.82	53.54	54.26	54.98	55.69	56.41	57.12	57.84
	COLA	5.23	5.23	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25
	Base	46.47	51.29	56.21	56.93	57.64	58.36	59.07	59.79	60.51	61.23	61.94	62.66	63.37	64.09
32	Basic	42.56	47.54	51.58	52.31	53.05	53.78	54.53	55.25	56.00	56.74	57.47	58.21	58.95	59.68
	COLA	5.40	5.40	6.45	6.45	6.45	6.45	6.45	6.45	6.45	6.45	6.45	6.45	6.45	6.45
	Base	47.96	52.94	58.03	58.76	59.50	60.23	60.98	61.70	62.45	63.19	63.92	64.66	65.40	66.13
33	Basic	43.89	49.03	53.18	53.94	54.71	55.47	56.24	56.99	57.76	58.52	59.28	60.05	60.80	61.57
	COLA	5.57	5.57	6.65	6.65	6.65	6.65	6.65	6.65	6.65	6.65	6.65	6.65	6.65	6.65
	Base	49.46	54.60	59.83	60.59	61.36	62.12	62.89	63.64	64.41	65.17	65.93	66.70	67.45	68.22
34	Basic	45.22	50.52	54.80	55.58	56.36	57.14	57.93	58.71	59.50	60.28	61.06	61.85	62.63	63.42
	COLA	5.74	5.74	6.85	6.85	6.85	6.85	6.85	6.85	6.85	6.85	6.85	6.85	6.85	6.85
	Base	50.96	56.26	61.65	62.43	63.21	63.99	64.78	65.56	66.35	67.13	67.91	68.70	69.48	70.27
35	Basic	46.56	52.00	56.40	57.22	58.03	58.83	59.64	60.44	61.26	62.07	62.87	63.69	64.49	65.30
	COLA	5.90	5.90	7.05	7.05	7.05	7.05	7.05	7.05	7.05	7.05	7.05	7.05	7.05	7.05
	Base	52.46	57.90	63.45	64.27	65.08	65.88	66.69	67.49	68.31	69.12	69.92	70.74	71.54	72.35
36	Basic	47.88	53.49	58.02	58.84	59.68	60.50	61.33	62.17	63.00	63.83	64.66	65.49	66.31	67.15
	COLA	6.07	6.07	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25
	Base	53.95	59.56	65.27	66.09	66.93	67.75	68.58	69.42	70.25	71.08	71.91	72.74	73.56	74.40
37	Basic	49.22	54.97	59.63	60.48	61.34	62.19	63.05	63.90	64.76	65.62	66.47	67.33	68.18	69.04
	COLA	6.24	6.24	7.45	7.45	7.45	7.45	7.45	7.45	7.45	7.45	7.45	7.45	7.45	7.45
	Base	55.46	61.21	67.08	67.93	68.79	69.64	70.50	71.35	72.21	73.07	73.92	74.78	75.63	76.49

SUBSTITUTE RURAL CARRIER
6 DAY EVALUATED SCHEDULE
RSC R EFFECTIVE JULY 19, 1986 (PP 16-86)

HOURS		B	C	1	2	3	4	5	6	7	8	9	10	11	12
38	Basic	50.54	56.46	61.25	62.12	62.99	63.87	64.75	65.62	66.50	67.38	68.25	69.13	70.01	70.88
	COLA	6.41	6.41	7.66	7.66	7.66	7.66	7.66	7.66	7.66	7.66	7.66	7.66	7.66	7.66
	Base	56.95	62.87	68.91	69.78	70.65	71.53	72.41	73.28	74.16	75.04	75.91	76.79	77.67	78.54
39	Basic	51.87	57.94	62.85	63.75	64.66	65.55	66.46	67.36	68.26	69.16	70.06	70.97	71.86	72.77
	COLA	6.58	6.58	7.86	7.86	7.86	7.86	7.86	7.86	7.86	7.86	7.86	7.86	7.86	7.86
	Base	58.45	64.52	70.71	71.61	72.52	73.41	74.32	75.22	76.12	77.02	77.92	78.83	79.72	80.63
40	Basic	53.20	59.43	64.47	65.38	66.31	67.23	68.16	69.07	70.00	70.93	71.84	72.77	73.69	74.62
	COLA	6.75	6.75	8.06	8.06	8.06	8.06	8.06	8.06	8.06	8.06	8.06	8.06	8.06	8.06
	Base	59.95	66.18	72.53	73.44	74.37	75.29	76.22	77.13	78.06	78.99	79.90	80.83	81.75	82.68
41	Basic	55.20	61.66	66.89	67.84	68.80	69.76	70.72	71.67	72.63	73.60	74.55	75.51	76.46	77.42
	COLA	7.00	7.00	8.36	8.36	8.36	8.36	8.36	8.36	8.36	8.36	8.36	8.36	8.36	8.36
	Base	62.20	68.66	75.25	76.20	77.16	78.12	79.08	80.03	80.99	81.96	82.91	83.87	84.82	85.78
42	Basic	57.20	63.89	69.30	70.28	71.28	72.26	73.26	74.25	75.25	76.24	77.22	78.22	79.20	80.20
	COLA	7.25	7.25	8.67	8.67	8.67	8.67	8.67	8.67	8.67	8.67	8.67	8.67	8.67	8.67
	Base	64.45	71.14	77.97	78.95	79.95	80.93	81.93	82.92	83.92	84.91	85.89	86.89	87.87	88.87
43	Basic	59.19	66.12	71.72	72.74	73.77	74.79	75.82	76.84	77.87	78.91	79.92	80.95	81.98	83.00
	COLA	7.51	7.51	8.97	8.97	8.97	8.97	8.97	8.97	8.97	8.97	8.97	8.97	8.97	8.97
	Base	66.70	73.63	80.69	81.71	82.74	83.76	84.79	85.81	86.84	87.88	88.89	89.92	90.95	91.97
44	Basic	61.18	68.34	74.14	75.19	76.26	77.31	78.38	79.44	80.50	81.57	82.63	83.69	84.75	85.81
	COLA	7.76	7.76	9.27	9.27	9.27	9.27	9.27	9.27	9.27	9.27	9.27	9.27	9.27	9.27
	Base	68.94	76.10	83.41	84.46	85.53	86.58	87.65	88.71	89.77	90.84	91.90	92.96	94.02	95.08
45	Basic	63.18	70.58	76.56	77.65	78.75	79.84	80.94	82.03	83.13	84.24	85.33	86.43	87.52	88.62
	COLA	8.01	8.01	9.57	9.57	9.57	9.57	9.57	9.57	9.57	9.57	9.57	9.57	9.57	9.57
	Base	71.19	78.59	86.13	87.22	88.32	89.41	90.51	91.60	92.70	93.81	94.90	96.00	97.09	98.19
46	Basic	65.18	72.80	78.97	80.09	81.23	82.35	83.49	84.61	85.75	86.88	88.00	89.14	90.25	91.39
	COLA	8.27	8.27	9.87	9.87	9.87	9.87	9.87	9.87	9.87	9.87	9.87	9.87	9.87	9.87
	Base	73.45	81.07	88.84	89.96	91.10	92.22	93.36	94.48	95.62	96.75	97.87	99.01	100.12	101.26
47	Basic	67.17	75.03	81.39	82.55	83.72	84.88	86.04	87.21	88.38	89.55	90.70	91.87	93.04	94.20
	COLA	8.52	8.52	10.18	10.18	10.18	10.18	10.18	10.18	10.18	10.18	10.18	10.18	10.18	10.18
	Base	75.69	83.55	91.57	92.73	93.90	95.06	96.22	97.39	98.56	99.73	100.88	102.05	103.22	104.38
48	Basic	69.16	77.26	83.80	85.00	86.21	87.40	88.61	89.80	91.01	92.21	93.41	94.61	95.81	97.01
	COLA	8.77	8.77	10.48	10.48	10.48	10.48	10.48	10.48	10.48	10.48	10.48	10.48	10.48	10.48
	Base	77.93	86.03	94.28	95.48	96.69	97.88	99.09	100.28	101.49	102.69	103.89	105.09	106.29	107.49

SUBSTITUTE RURAL CARRIER
5 1/2 DAY EVALUATED SCHEDULE
EFFECTIVE JULY 19, 1986 (PP 16-86)

RSC R

HOURS		B	C	1	2	3	4	5	6	7	8	9	10	11	12
41	Basic	60.40	67.47	73.19	74.23	75.28	76.33	77.38	78.42	79.47	80.53	81.57	82.62	83.66	84.71
	COLA	7.66	7.66	9.15	9.15	9.15	9.15	9.15	9.15	9.15	9.15	9.15	9.15	9.15	9.15
	Base	68.06	75.13	82.34	83.38	84.43	85.48	86.53	87.57	88.62	89.68	90.72	91.77	92.81	93.86
42	Basic	62.58	69.91	75.83	76.91	78.00	79.07	80.17	81.24	82.33	83.42	84.49	85.58	86.66	87.75
	COLA	7.94	7.94	9.48	9.48	9.48	9.48	9.48	9.48	9.48	9.48	9.48	9.48	9.48	9.48
	Base	70.52	77.85	85.31	86.39	87.48	88.55	89.65	90.72	91.81	92.90	93.97	95.06	96.14	97.23
43	Basic	64.76	72.34	78.47	79.59	80.72	81.84	82.96	84.08	85.21	86.34	87.45	88.58	89.70	90.82
	COLA	8.21	8.21	9.81	9.81	9.81	9.81	9.81	9.81	9.81	9.81	9.81	9.81	9.81	9.81
	Base	72.97	80.55	88.28	89.40	90.53	91.65	92.77	93.89	95.02	96.15	97.26	98.39	99.51	100.63
44	Basic	66.95	74.78	81.12	82.28	83.44	84.60	85.76	86.92	88.09	89.25	90.41	91.58	92.73	93.90
	COLA	8.49	8.49	10.14	10.14	10.14	10.14	10.14	10.14	10.14	10.14	10.14	10.14	10.14	10.14
	Base	75.44	83.27	91.26	92.42	93.58	94.74	95.90	97.06	98.23	99.39	100.55	101.72	102.87	104.04
45	Basic	69.13	77.22	83.77	84.96	86.16	87.37	88.57	89.76	90.96	92.18	93.37	94.57	95.76	96.97
	COLA	8.77	8.77	10.47	10.47	10.47	10.47	10.47	10.47	10.47	10.47	10.47	10.47	10.47	10.47
	Base	77.90	85.99	94.24	95.43	96.63	97.84	99.04	100.23	101.43	102.65	103.84	105.04	106.23	107.44
46	Basic	71.32	79.66	86.41	87.64	88.88	90.11	91.36	92.58	93.83	95.06	96.29	97.53	98.76	100.00
	COLA	9.05	9.05	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80
	Base	80.37	88.71	97.21	98.44	99.68	100.91	102.16	103.38	104.63	105.86	107.09	108.33	109.56	110.80

RSC R

SUBSTITUTE RURAL CARRIER
5 DAY EVALUATED SCHEDULE
EFFECTIVE JULY 19, 1986 (PP 16-86)

HOURS		B	C	1	2	3	4	5	6	7	8	9	10	11	12
40	Basic	64.27	71.79	77.88	78.98	80.10	81.21	82.33	83.44	84.56	85.68	86.79	87.91	89.02	90.14
	COLA	8.15	8.15	9.74	9.74	9.74	9.74	9.74	9.74	9.74	9.74	9.74	9.74	9.74	9.74
	Base	72.42	79.94	87.62	88.72	89.84	90.95	92.07	93.18	94.30	95.42	96.53	97.65	98.76	99.88
41	Basic	66.68	74.49	80.80	81.95	83.11	84.27	85.43	86.58	87.74	88.91	90.06	91.22	92.36	93.52
	COLA	8.46	8.46	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10
	Base	75.14	82.95	90.90	92.05	93.21	94.37	95.53	96.68	97.84	99.01	100.16	101.32	102.46	103.62
42	Basic	69.09	77.18	83.72	84.90	86.11	87.30	88.50	89.69	90.90	92.09	93.28	94.48	95.67	96.88
	COLA	8.76	8.76	10.47	10.47	10.47	10.47	10.47	10.47	10.47	10.47	10.47	10.47	10.47	10.47
	Base	77.85	85.94	94.19	95.37	96.58	97.77	98.97	100.16	101.37	102.56	103.75	104.95	106.14	107.35
43	Basic	71.50	79.87	86.63	87.87	89.12	90.35	91.59	92.82	94.07	95.32	96.54	97.79	99.03	100.26
	COLA	9.07	9.07	10.83	10.83	10.83	10.83	10.83	10.83	10.83	10.83	10.83	10.83	10.83	10.83
	Base	80.57	88.94	97.46	98.70	99.95	101.18	102.42	103.65	104.90	106.15	107.37	108.62	109.86	111.09
44	Basic	73.91	82.56	89.56	90.83	92.12	93.40	94.68	95.96	97.25	98.54	99.81	101.10	102.38	103.66
	COLA	9.38	9.38	11.20	11.20	11.20	11.20	11.20	11.20	11.20	11.20	11.20	11.20	11.20	11.20
	Base	83.29	91.94	100.76	102.03	103.32	104.60	105.88	107.16	108.45	109.74	111.01	112.30	113.58	114.86
45	Basic	76.32	85.26	92.48	93.80	95.12	96.45	97.78	99.10	100.42	101.76	103.08	104.41	105.72	107.05
	COLA	9.68	9.68	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56	11.56
	Base	86.00	94.94	104.04	105.36	106.68	108.01	109.34	110.66	111.98	113.32	114.64	115.97	117.28	118.61
46	Basic	78.73	87.95	95.40	96.75	98.13	99.48	100.86	102.21	103.58	104.95	106.30	107.68	109.03	110.40
	COLA	9.99	9.99	11.93	11.93	11.93	11.93	11.93	11.93	11.93	11.93	11.93	11.93	11.93	11.93
	Base	88.72	97.94	107.33	108.68	110.06	111.41	112.79	114.14	115.51	116.88	118.23	119.61	120.96	122.33
47	Basic	81.14	90.64	98.32	99.72	101.13	102.54	103.94	105.34	106.76	108.18	109.57	110.98	112.39	113.79
	COLA	10.29	10.29	12.29	12.29	12.29	12.29	12.29	12.29	12.29	12.29	12.29	12.29	12.29	12.29
	Base	91.43	100.93	110.61	112.01	113.42	114.83	116.23	117.63	119.05	120.47	121.86	123.27	124.68	126.08
48	Basic	83.55	93.33	101.24	102.68	104.14	105.58	107.04	108.48	109.94	111.39	112.84	114.29	115.74	117.19
	COLA	10.60	10.60	12.66	12.66	12.66	12.66	12.66	12.66	12.66	12.66	12.66	12.66	12.66	12.66
	Base	94.15	103.93	113.90	115.34	116.80	118.24	119.70	121.14	122.60	124.05	125.50	126.95	128.40	129.85

***** RETIREE ELIGIBLE SCHEDULE *****

RURAL CARRIER EVALUATED SCHEDULE

RSC R1 FULL-TIME ANNUAL RATES

EFFECTIVE JULY 19, 1986 (PP 16-86)

HOURS		1	2	3	4	5	6	7	8	9	10	11	12
12	Basic	6,333	6,417	6,501	6,585	6,669	6,753	6,837	6,921	7,005	7,089	7,173	7,257
	COLA	237	237	237	237	237	237	237	237	237	237	237	237
	Base	6,570	6,654	6,738	6,822	6,906	6,990	7,074	7,158	7,242	7,326	7,410	7,494
13	Basic	6,862	6,952	7,042	7,132	7,222	7,312	7,405	7,495	7,585	7,675	7,765	7,855
	COLA	257	257	257	257	257	257	257	257	257	257	257	257
	Base	7,119	7,209	7,299	7,389	7,479	7,569	7,662	7,752	7,842	7,932	8,022	8,112
14	Basic	7,388	7,485	7,585	7,682	7,779	7,879	7,976	8,073	8,173	8,270	8,367	8,467
	COLA	277	277	277	277	277	277	277	277	277	277	277	277
	Base	7,665	7,762	7,862	7,959	8,056	8,156	8,253	8,350	8,450	8,547	8,644	8,744
15	Basic	7,917	8,020	8,126	8,229	8,335	8,438	8,544	8,647	8,750	8,856	8,959	9,065
	COLA	296	296	296	296	296	296	296	296	296	296	296	296
	Base	8,213	8,316	8,422	8,525	8,631	8,734	8,840	8,943	9,046	9,152	9,255	9,361
16	Basic	8,443	8,556	8,669	8,779	8,892	9,002	9,115	9,228	9,338	9,451	9,561	9,674
	COLA	316	316	316	316	316	316	316	316	316	316	316	316
	Base	8,759	8,872	8,985	9,095	9,208	9,318	9,431	9,544	9,654	9,767	9,877	9,990
17	Basic	8,973	9,089	9,208	9,327	9,446	9,565	9,684	9,800	9,919	10,038	10,157	10,276
	COLA	336	336	336	336	336	336	336	336	336	336	336	336
	Base	9,309	9,425	9,544	9,663	9,782	9,901	10,020	10,136	10,255	10,374	10,493	10,612
18	Basic	9,499	9,625	9,751	9,877	10,003	10,129	10,255	10,381	10,507	10,633	10,759	10,885
	COLA	356	356	356	356	356	356	356	356	356	356	356	356
	Base	9,855	9,981	10,107	10,233	10,359	10,485	10,611	10,737	10,863	10,989	11,115	11,241
19	Basic	10,028	10,160	10,292	10,424	10,556	10,688	10,823	10,955	11,087	11,219	11,351	11,483
	COLA	375	375	375	375	375	375	375	375	375	375	375	375
	Base	10,403	10,535	10,667	10,799	10,931	11,063	11,198	11,330	11,462	11,594	11,726	11,858
20	Basic	10,558	10,697	10,836	10,975	11,117	11,256	11,395	11,537	11,676	11,815	11,954	12,096
	COLA	395	395	395	395	395	395	395	395	395	395	395	395
	Base	10,953	11,092	11,231	11,370	11,512	11,651	11,790	11,932	12,071	12,210	12,349	12,491
21	Basic	11,084	11,229	11,377	11,522	11,670	11,815	11,963	12,108	12,253	12,401	12,546	12,694
	COLA	415	415	415	415	415	415	415	415	415	415	415	415
	Base	11,499	11,644	11,792	11,937	12,085	12,230	12,378	12,523	12,668	12,816	12,961	13,109
22	Basic	11,613	11,764	11,918	12,069	12,223	12,374	12,528	12,682	12,833	12,987	13,138	13,292
	COLA	435	435	435	435	435	435	435	435	435	435	435	435
	Base	12,048	12,199	12,353	12,504	12,658	12,809	12,963	13,117	13,268	13,422	13,573	13,727
23	Basic	12,139	12,300	12,461	12,619	12,780	12,938	13,102	13,263	13,421	13,582	13,740	13,901
	COLA	454	454	454	454	454	454	454	454	454	454	454	454
	Base	12,593	12,754	12,915	13,073	13,234	13,392	13,556	13,717	13,875	14,036	14,194	14,355
24	Basic	12,669	12,833	13,000	13,167	13,334	13,501	13,668	13,835	14,002	14,169	14,336	14,503
	COLA	474	474	474	474	474	474	474	474	474	474	474	474
	Base	13,143	13,307	13,474	13,641	13,808	13,975	14,142	14,309	14,476	14,643	14,810	14,977

***** RETIREE ELIGIBLE SCHEDULE *****

RURAL CARRIER EVALUATED SCHEDULE

FULL-TIME ANNUAL RATES

RSC R1 EFFECTIVE JULY 19, 1986 (PP 16-86)

HOURS		1	2	3	4	5	6	7	8	9	10	11	12
25	Basic	13,195	13,369	13,543	13,717	13,891	14,065	14,242	14,416	14,590	14,764	14,938	15,112
	COLA	494	494	494	494	494	494	494	494	494	494	494	494
	Base	13,689	13,863	14,037	14,211	14,385	14,559	14,736	14,910	15,084	15,258	15,432	15,606
26	Basic	13,724	13,904	14,084	14,264	14,447	14,624	14,807	14,990	15,167	15,350	15,530	15,710
	COLA	514	514	514	514	514	514	514	514	514	514	514	514
	Base	14,238	14,418	14,598	14,778	14,961	15,138	15,321	15,504	15,681	15,864	16,044	16,224
27	Basic	14,250	14,437	14,627	14,814	15,004	15,191	15,381	15,568	15,755	15,945	16,132	16,322
	COLA	533	533	533	533	533	533	533	533	533	533	533	533
	Base	14,783	14,970	15,160	15,347	15,537	15,724	15,914	16,101	16,288	16,478	16,665	16,855
28	Basic	14,779	14,972	15,168	15,361	15,557	15,750	15,946	16,142	16,335	16,531	16,724	16,920
	COLA	553	553	553	553	553	553	553	553	553	553	553	553
	Base	15,332	15,525	15,721	15,914	16,110	16,303	16,499	16,695	16,888	17,084	17,277	17,473
29	Basic	15,305	15,508	15,711	15,911	16,114	16,314	16,520	16,723	16,923	17,126	17,326	17,529
	COLA	573	573	573	573	573	573	573	573	573	573	573	573
	Base	15,878	16,081	16,284	16,484	16,687	16,887	17,093	17,296	17,496	17,699	17,899	18,102
30	Basic	15,835	16,041	16,253	16,459	16,668	16,877	17,086	17,295	17,504	17,713	17,922	18,131
	COLA	593	593	593	593	593	593	593	593	593	593	593	593
	Base	16,428	16,634	16,846	17,052	17,261	17,470	17,679	17,888	18,097	18,306	18,515	18,724
31	Basic	16,361	16,577	16,793	17,009	17,225	17,441	17,660	17,876	18,092	18,308	18,524	18,740
	COLA	612	612	612	612	612	612	612	612	612	612	612	612
	Base	16,973	17,189	17,405	17,621	17,837	18,053	18,272	18,488	18,704	18,920	19,136	19,352
32	Basic	16,890	17,112	17,334	17,556	17,781	18,000	18,225	18,450	18,669	18,894	19,116	19,338
	COLA	632	632	632	632	632	632	632	632	632	632	632	632
	Base	17,522	17,744	17,966	18,188	18,413	18,632	18,857	19,082	19,301	19,526	19,748	19,970
33	Basic	17,416	17,645	17,877	18,106	18,338	18,567	18,799	19,028	19,257	19,489	19,718	19,950
	COLA	652	652	652	652	652	652	652	652	652	652	652	652
	Base	18,068	18,297	18,529	18,758	18,990	19,219	19,451	19,680	19,909	20,141	20,370	20,602
34	Basic	17,946	18,181	18,419	18,654	18,892	19,127	19,365	19,603	19,838	20,076	20,311	20,549
	COLA	672	672	672	672	672	672	672	672	672	672	672	672
	Base	18,618	18,853	19,091	19,326	19,564	19,799	20,037	20,275	20,510	20,748	20,983	21,221
35	Basic	18,472	18,717	18,962	19,204	19,449	19,691	19,939	20,184	20,426	20,671	20,913	21,158
	COLA	691	691	691	691	691	691	691	691	691	691	691	691
	Base	19,163	19,408	19,653	19,895	20,140	20,382	20,630	20,875	21,117	21,362	21,604	21,849
36	Basic	19,001	19,249	19,503	19,751	20,002	20,253	20,504	20,755	21,006	21,257	21,505	21,759
	COLA	711	711	711	711	711	711	711	711	711	711	711	711
	Base	19,712	19,960	20,214	20,462	20,713	20,964	21,215	21,466	21,717	21,968	22,216	22,470
37	Basic	19,528	19,786	20,044	20,302	20,560	20,818	21,079	21,337	21,595	21,853	22,111	22,369
	COLA	731	731	731	731	731	731	731	731	731	731	731	731
	Base	20,259	20,517	20,775	21,033	21,291	21,549	21,810	22,068	22,326	22,584	22,842	23,100

***** RETIREE ELIGIBLE SCHEDULE *****

RURAL CARRIER EVALUATED SCHEDULE

FULL-TIME ANNUAL RATES

RSC R1 EFFECTIVE JULY 19, 1986 (PP 16-86)

HOURS		1	2	3	4	5	6	7	8	9	10	11	12
38	Basic	20,057	20,321	20,585	20,849	21,116	21,377	21,644	21,911	22,172	22,439	22,703	22,967
	COLA	751	751	751	751	751	751	751	751	751	751	751	751
	Base	20,808	21,072	21,336	21,600	21,867	22,128	22,395	22,662	22,923	23,190	23,454	23,718
39	Basic	20,583	20,854	21,128	21,399	21,673	21,944	22,218	22,489	22,760	23,034	23,305	23,579
	COLA	770	770	770	770	770	770	770	770	770	770	770	770
	Base	21,353	21,624	21,898	22,169	22,443	22,714	22,988	23,259	23,530	23,804	24,075	24,349
40	Basic	21,112	21,389	21,669	21,946	22,226	22,503	22,783	23,063	23,340	23,620	23,897	24,177
	COLA	790	790	790	790	790	790	790	790	790	790	790	790
	Base	21,902	22,179	22,459	22,736	23,016	23,293	23,573	23,853	24,130	24,410	24,687	24,967
41	Basic	21,905	22,192	22,482	22,772	23,062	23,349	23,639	23,932	24,219	24,509	24,796	25,086
	COLA	820	820	820	820	820	820	820	820	820	820	820	820
	Base	22,725	23,012	23,302	23,592	23,882	24,169	24,459	24,752	25,039	25,329	25,616	25,906
42	Basic	22,696	22,992	23,294	23,590	23,892	24,188	24,490	24,789	25,085	25,387	25,683	25,985
	COLA	849	849	849	849	849	849	849	849	849	849	849	849
	Base	23,545	23,841	24,143	24,439	24,741	25,037	25,339	25,638	25,934	26,236	26,532	26,834
43	Basic	23,486	23,795	24,107	24,416	24,725	25,034	25,346	25,658	25,964	26,276	26,585	26,894
	COLA	879	879	879	879	879	879	879	879	879	879	879	879
	Base	24,365	24,674	24,986	25,295	25,604	25,913	26,225	26,537	26,843	27,155	27,464	27,773
44	Basic	24,278	24,597	24,919	25,238	25,560	25,879	26,201	26,523	26,842	27,164	27,483	27,805
	COLA	909	909	909	909	909	909	909	909	909	909	909	909
	Base	25,187	25,506	25,828	26,147	26,469	26,788	27,110	27,432	27,751	28,073	28,392	28,714
45	Basic	25,071	25,400	25,732	26,064	26,396	26,725	27,057	27,392	27,721	28,053	28,382	28,714
	COLA	938	938	938	938	938	938	938	938	938	938	938	938
	Base	26,009	26,338	26,670	27,002	27,334	27,663	27,995	28,330	28,659	28,991	29,320	29,652
46	Basic	25,863	26,201	26,545	26,883	27,227	27,565	27,909	28,250	28,588	28,932	29,270	29,614
	COLA	968	968	968	968	968	968	968	968	968	968	968	968
	Base	26,831	27,169	27,513	27,851	28,195	28,533	28,877	29,218	29,556	29,900	30,238	30,582
47	Basic	26,655	27,003	27,357	27,708	28,059	28,410	28,764	29,118	29,466	29,820	30,171	30,522
	COLA	997	997	997	997	997	997	997	997	997	997	997	997
	Base	27,652	28,000	28,354	28,705	29,056	29,407	29,761	30,115	30,463	30,817	31,168	31,519
48	Basic	27,445	27,806	28,170	28,531	28,895	29,256	29,620	29,984	30,345	30,709	31,070	31,434
	COLA	1,027	1,027	1,027	1,027	1,027	1,027	1,027	1,027	1,027	1,027	1,027	1,027
	Base	28,472	28,833	29,197	29,558	29,922	30,283	30,647	31,011	31,372	31,736	32,097	32,461

NOTE: At 40 Hours, this schedule includes the same general increase dollar amounts as a PS-5, applied proportionately to Substitute schedules and hours and steps above and below 40 Hours.

* * * * * RETIREE ELIGIBLE SCHEDULE * * * * *

RURAL CARRIER EVALUATED SCHEDULE

RSC R1 STEP INCREASE TABLE

FOR SCHEDULE EFFECTIVE JULY 19, 1986 (PP 16-86)

HOURS	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12
12 Basic	$84	$84	$84	$84	$84	$84	$84	$84	$84	$84	$84
13 Basic	90	90	90	90	90	93	90	90	90	90	90
14 Basic	97	100	97	97	100	97	97	100	97	97	100
15 Basic	103	106	103	106	103	106	103	103	106	103	106
16 Basic	113	113	110	113	110	113	113	110	113	110	113
17 Basic	116	119	119	119	119	119	116	119	119	119	119
18 Basic	126	126	126	126	126	126	126	126	126	126	126
19 Basic	132	132	132	132	132	135	132	132	132	132	132
20 Basic	139	139	139	142	139	139	142	139	139	139	142
21 Basic	145	148	145	148	145	148	145	145	148	145	148
22 Basic	151	154	151	154	151	154	154	151	154	151	154
23 Basic	161	161	158	161	158	164	161	158	161	158	161
24 Basic	164	167	167	167	167	167	167	167	167	167	167
25 Basic	174	174	174	174	174	177	174	174	174	174	174
26 Basic	180	180	180	183	177	183	183	177	183	180	180
27 Basic	187	190	187	190	187	190	187	187	190	187	190
28 Basic	193	196	193	196	193	196	196	193	196	193	196
29 Basic	203	203	200	203	200	206	203	200	203	200	203
30 Basic	206	212	206	209	209	209	209	209	209	209	209
31 Basic	216	216	216	216	216	219	216	216	216	216	216
32 Basic	222	222	222	225	219	225	225	219	225	222	222
33 Basic	229	232	229	232	229	232	229	229	232	229	232
34 Basic	235	238	235	238	235	238	238	235	238	235	238
35 Basic	245	245	242	245	242	248	245	242	245	242	245
36 Basic	248	254	248	251	251	251	251	251	251	248	254
37 Basic	258	258	258	258	258	261	258	258	258	258	258

***** RETIRLE ELIGIBLE SCHEDULE *****

RURAL CARRIER EVALUATED SCHEDULE

STEP INCREASE TABLE

RSC R1 FOR SCHEDULE EFFECTIVE JULY 19, 1986 (PP 16-86)

HOURS	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12
38 Basic	264	264	264	267	261	267	267	261	267	264	264
39 Basic	271	274	271	274	271	274	271	271	274	271	274
40 Basic	277	280	277	280	277	280	280	277	280	277	280
41 Basic	287	290	290	290	287	290	293	287	290	287	290
42 Basic	296	302	296	302	296	302	299	296	302	296	302
43 Basic	309	312	309	309	309	312	312	306	312	309	309
44 Basic	319	322	319	322	319	322	322	319	322	319	322
45 Basic	329	332	332	332	329	332	335	329	332	329	332
46 Basic	338	344	338	344	338	344	341	338	344	338	344
47 Basic	348	354	351	351	351	354	354	348	354	351	351
48 Basic	361	364	361	364	361	364	364	361	364	361	364

*****RETIREE ELIGIBLE SCHEDULE*****

SUBSTITUTE RURAL CARRIER
6 DAY EVALUATED SCHEDULE
EFFECTIVE JULY 19, 1986 (PP 16-86)

RSC R1

HOURS		1	2	3	4	5	6	7	8	9	10	11	12
12	Basic	20.97	21.25	21.53	21.80	22.08	22.36	22.64	22.92	23.20	23.47	23.75	24.03
	COLA	0.78	0.78	0.78	0.78	0.78	0.78	0.78	0.78	0.78	0.78	0.78	0.78
	Base	21.75	22.03	22.31	22.58	22.86	23.14	23.42	23.70	23.98	24.25	24.53	24.81
13	Basic	22.72	23.02	23.32	23.62	23.91	24.21	24.52	24.82	25.12	25.41	25.71	26.01
	COLA	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85
	Base	23.57	23.87	24.17	24.47	24.76	25.06	25.37	25.67	25.97	26.26	26.56	26.86
14	Basic	24.46	24.78	25.12	25.44	25.76	26.09	26.41	26.73	27.06	27.38	27.71	28.04
	COLA	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
	Base	25.38	25.70	26.04	26.36	26.68	27.01	27.33	27.65	27.98	28.30	28.63	28.96
15	Basic	26.22	26.56	26.91	27.25	27.60	27.94	28.29	28.63	28.97	29.32	29.67	30.02
	COLA	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
	Base	27.20	27.54	27.89	28.23	28.58	28.92	29.27	29.61	29.95	30.30	30.65	31.00
16	Basic	27.96	28.33	28.71	29.07	29.44	29.81	30.18	30.56	30.92	31.29	31.66	32.03
	COLA	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
	Base	29.01	29.38	29.76	30.12	30.49	30.86	31.23	31.61	31.97	32.34	32.71	33.08
17	Basic	29.71	30.10	30.49	30.88	31.28	31.67	32.07	32.45	32.84	33.24	33.63	34.03
	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	Base	30.82	31.21	31.60	31.99	32.39	32.78	33.18	33.56	33.95	34.35	34.74	35.14
18	Basic	31.45	31.87	32.29	32.71	33.12	33.54	33.96	34.37	34.79	35.21	35.63	36.04
	COLA	1.18	1.18	1.18	1.18	1.18	1.18	1.18	1.18	1.18	1.18	1.18	1.18
	Base	32.63	33.05	33.47	33.89	34.30	34.72	35.14	35.55	35.97	36.39	36.81	37.22
19	Basic	33.21	33.64	34.08	34.52	34.95	35.39	35.84	36.27	36.71	37.15	37.59	38.02
	COLA	1.24	1.24	1.24	1.24	1.24	1.24	1.24	1.24	1.24	1.24	1.24	1.24
	Base	34.45	34.88	35.32	35.76	36.19	36.63	37.08	37.51	37.95	38.39	38.83	39.26
20	Basic	34.96	35.42	35.88	36.34	36.81	37.27	37.73	38.20	38.66	39.12	39.58	40.05
	COLA	1.31	1.31	1.31	1.31	1.31	1.31	1.31	1.31	1.31	1.31	1.31	1.31
	Base	36.27	36.73	37.19	37.65	38.12	38.58	39.04	39.51	39.97	40.43	40.89	41.36
21	Basic	36.70	37.18	37.67	38.15	38.64	39.12	39.61	40.09	40.57	41.06	41.54	42.03
	COLA	1.37	1.37	1.37	1.37	1.37	1.37	1.37	1.37	1.37	1.37	1.37	1.37
	Base	38.07	38.55	39.04	39.52	40.01	40.49	40.98	41.46	41.94	42.43	42.91	43.40
22	Basic	38.45	38.95	39.46	39.96	40.47	40.97	41.48	41.99	42.49	43.00	43.50	44.01
	COLA	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44
	Base	39.89	40.39	40.90	41.40	41.91	42.41	42.92	43.43	43.93	44.44	44.94	45.45
23	Basic	40.20	40.73	41.26	41.78	42.32	42.84	43.38	43.92	44.44	44.97	45.50	46.03
	COLA	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50
	Base	41.70	42.23	42.76	43.28	43.82	44.34	44.88	45.42	45.94	46.47	47.00	47.53
24	Basic	41.95	42.49	43.05	43.60	44.15	44.71	45.26	45.81	46.36	46.92	47.47	48.02
	COLA	1.57	1.57	1.57	1.57	1.57	1.57	1.57	1.57	1.57	1.57	1.57	1.57
	Base	43.52	44.06	44.62	45.17	45.72	46.28	46.83	47.38	47.93	48.49	49.04	49.59

*****RETIREE ELIGIBLE SCHEDULE*****

SUBSTITUTE RURAL CARRIER

6 DAY EVALUATED SCHEDULE

RSC R1 EFFECTIVE JULY 19, 1986 (PP 16-86)

HOURS		1	2	3	4	5	6	7	8	9	10	11	12
25	Basic	43.69	44.27	44.84	45.42	46.00	46.57	47.16	47.74	48.31	48.89	49.46	50.04
	COLA	1.64	1.64	1.64	1.64	1.64	1.64	1.64	1.64	1.64	1.64	1.64	1.64
	Base	45.33	45.91	46.48	47.06	47.64	48.21	48.80	49.38	49.95	50.53	51.10	51.68
26	Basic	45.44	46.04	46.64	47.23	47.84	48.42	49.03	49.64	50.22	50.83	51.42	52.02
	COLA	1.70	1.70	1.70	1.70	1.70	1.70	1.70	1.70	1.70	1.70	1.70	1.70
	Base	47.14	47.74	48.34	48.93	49.54	50.12	50.73	51.34	51.92	52.53	53.12	53.72
27	Basic	47.19	47.80	48.43	49.05	49.68	50.30	50.93	51.55	52.17	52.80	53.42	54.05
	COLA	1.76	1.76	1.76	1.76	1.76	1.76	1.76	1.76	1.76	1.76	1.76	1.76
	Base	48.95	49.56	50.19	50.81	51.44	52.06	52.69	53.31	53.93	54.56	55.18	55.81
28	Basic	48.94	49.58	50.23	50.86	51.51	52.15	52.80	53.45	54.09	54.74	55.38	56.03
	COLA	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83
	Base	50.77	51.41	52.06	52.69	53.34	53.98	54.63	55.28	55.92	56.57	57.21	57.86
29	Basic	50.68	51.35	52.02	52.69	53.36	54.02	54.70	55.37	56.04	56.71	57.37	58.04
	COLA	1.90	1.90	1.90	1.90	1.90	1.90	1.90	1.90	1.90	1.90	1.90	1.90
	Base	52.58	53.25	53.92	54.59	55.26	55.92	56.60	57.27	57.94	58.61	59.27	59.94
30	Basic	52.43	53.12	53.82	54.50	55.19	55.88	56.58	57.27	57.96	58.65	59.34	60.04
	COLA	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96
	Base	54.39	55.08	55.78	56.46	57.15	57.84	58.54	59.23	59.92	60.61	61.30	62.00
31	Basic	54.18	54.89	55.61	56.32	57.04	57.75	58.48	59.19	59.91	60.62	61.34	62.05
	COLA	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03
	Base	56.21	56.92	57.64	58.35	59.07	59.78	60.51	61.22	61.94	62.65	63.37	64.08
32	Basic	55.93	56.66	57.40	58.13	58.88	59.60	60.35	61.09	61.82	62.56	63.30	64.03
	COLA	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09
	Base	58.02	58.75	59.49	60.22	60.97	61.69	62.44	63.18	63.91	64.65	65.39	66.12
33	Basic	57.67	58.43	59.20	59.95	60.72	61.48	62.25	63.01	63.76	64.53	65.29	66.06
	COLA	2.16	2.16	2.16	2.16	2.16	2.16	2.16	2.16	2.16	2.16	2.16	2.16
	Base	59.83	60.59	61.36	62.11	62.88	63.64	64.41	65.17	65.92	66.69	67.45	68.22
34	Basic	59.42	60.20	60.99	61.77	62.56	63.33	64.12	64.91	65.69	66.48	67.25	68.04
	COLA	2.23	2.23	2.23	2.23	2.23	2.23	2.23	2.23	2.23	2.23	2.23	2.23
	Base	61.65	62.43	63.22	64.00	64.79	65.56	66.35	67.14	67.92	68.71	69.48	70.27
35	Basic	61.17	61.98	62.79	63.59	64.40	65.20	66.02	66.83	67.64	68.45	69.25	70.06
	COLA	2.29	2.29	2.29	2.29	2.29	2.29	2.29	2.29	2.29	2.29	2.29	2.29
	Base	63.46	64.27	65.08	65.88	66.69	67.49	68.31	69.12	69.93	70.74	71.54	72.35
36	Basic	62.92	63.74	64.58	65.40	66.23	67.06	67.89	68.73	69.56	70.39	71.21	72.05
	COLA	2.35	2.35	2.35	2.35	2.35	2.35	2.35	2.35	2.35	2.35	2.35	2.35
	Base	65.27	66.09	66.93	67.75	68.58	69.41	70.24	71.08	71.91	72.74	73.56	74.40
37	Basic	64.66	65.52	66.37	67.23	68.08	68.93	69.80	70.65	71.51	72.36	73.22	74.07
	COLA	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42
	Base	67.08	67.94	68.79	69.65	70.50	71.35	72.22	73.07	73.93	74.78	75.64	76.49

*****RETIREE ELIGIBLE SCHEDULE*****

SUBSTITUTE RURAL CARRIER

6 DAY EVALUATED SCHEDULE

RSC R1 EFFECTIVE JULY 19, 1986 (PP 16-86)

HOURS		1	2	3	4	5	6	7	8	9	10	11	12
38	Basic	66.41	67.29	68.16	69.04	69.92	70.78	71.67	72.55	73.42	74.30	75.18	76.05
	COLA	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49
	Base	68.90	69.78	70.65	71.53	72.41	73.27	74.16	75.04	75.91	76.79	77.67	78.54
39	Basic	68.16	69.05	69.96	70.86	71.76	72.66	73.57	74.47	75.36	76.27	77.17	78.08
	COLA	2.55	2.55	2.55	2.55	2.55	2.55	2.55	2.55	2.55	2.55	2.55	2.55
	Base	70.71	71.60	72.51	73.41	74.31	75.21	76.12	77.02	77.91	78.82	79.72	80.63
40	Basic	69.91	70.82	71.75	72.67	73.60	74.51	75.44	76.37	77.28	78.21	79.13	80.06
	COLA	2.62	2.62	2.62	2.62	2.62	2.62	2.62	2.62	2.62	2.62	2.62	2.62
	Base	72.53	73.44	74.37	75.29	76.22	77.13	78.06	78.99	79.90	80.83	81.75	82.68
41	Basic	72.53	73.48	74.44	75.40	76.36	77.31	78.27	79.25	80.20	81.16	82.11	83.07
	COLA	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72
	Base	75.25	76.20	77.16	78.12	79.08	80.03	80.99	81.97	82.92	83.88	84.83	85.79
42	Basic	75.15	76.13	77.13	78.11	79.11	80.09	81.09	82.08	83.06	84.06	85.04	86.04
	COLA	2.81	2.81	2.81	2.81	2.81	2.81	2.81	2.81	2.81	2.81	2.81	2.81
	Base	77.96	78.94	79.94	80.92	81.92	82.90	83.90	84.89	85.87	86.87	87.85	88.85
43	Basic	77.77	78.79	79.82	80.85	81.87	82.89	83.93	84.96	85.97	87.01	88.03	89.05
	COLA	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91
	Base	80.68	81.70	82.73	83.76	84.78	85.80	86.84	87.87	88.88	89.92	90.94	91.96
44	Basic	80.39	81.45	82.51	83.57	84.64	85.69	86.76	87.82	88.88	89.95	91.00	92.07
	COLA	3.01	3.01	3.01	3.01	3.01	3.01	3.01	3.01	3.01	3.01	3.01	3.01
	Base	83.40	84.46	85.52	86.58	87.65	88.70	89.77	90.83	91.89	92.96	94.01	95.08
45	Basic	83.02	84.11	85.21	86.30	87.40	88.49	89.59	90.70	91.79	92.89	93.98	95.08
	COLA	3.11	3.11	3.11	3.11	3.11	3.11	3.11	3.11	3.11	3.11	3.11	3.11
	Base	86.13	87.22	88.32	89.41	90.51	91.60	92.70	93.81	94.90	96.00	97.09	98.19
46	Basic	85.64	86.76	87.90	89.02	90.16	91.27	92.41	93.54	94.66	95.80	96.92	98.06
	COLA	3.21	3.21	3.21	3.21	3.21	3.21	3.21	3.21	3.21	3.21	3.21	3.21
	Base	88.85	89.97	91.11	92.23	93.37	94.48	95.62	96.75	97.87	99.01	100.13	101.27
47	Basic	88.26	89.41	90.59	91.75	92.91	94.07	95.25	96.42	97.57	98.74	99.90	101.07
	COLA	3.30	3.30	3.30	3.30	3.30	3.30	3.30	3.30	3.30	3.30	3.30	3.30
	Base	91.56	92.71	93.89	95.05	96.21	97.37	98.55	99.72	100.87	102.04	103.20	104.37
48	Basic	90.88	92.07	93.28	94.47	95.68	96.87	98.08	99.28	100.48	101.69	102.88	104.09
	COLA	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40
	Base	94.28	95.47	96.68	97.87	99.08	100.27	101.48	102.68	103.88	105.09	106.28	107.49

*****RETIREE ELIGIBLE SCHEDULE*****

SUBSTITUTE RURAL CARRIER

5 1/2 DAY EVALUATED SCHEDULE

RSC R1 EFFECTIVE JULY 19, 1986 (PP 16-86)

HOURS		1	2	3	4	5	6	7	8	9	10	11	12
41	Basic	79.37	80.41	81.46	82.51	83.56	84.60	85.65	86.71	87.75	88.80	89.84	90.89
	COLA	2.97	2.97	2.97	2.97	2.97	2.97	2.97	2.97	2.97	2.97	2.97	2.97
	Base	82.34	83.38	84.43	85.48	86.53	87.57	88.62	89.68	90.72	91.77	92.81	93.86
42	Basic	82.23	83.30	84.40	85.47	86.57	87.64	88.73	89.82	90.89	91.98	93.05	94.15
	COLA	3.08	3.08	3.08	3.08	3.08	3.08	3.08	3.08	3.08	3.08	3.08	3.08
	Base	85.31	86.38	87.48	88.55	89.65	90.72	91.81	92.90	93.97	95.06	96.13	97.23
43	Basic	85.09	86.21	87.34	88.46	89.58	90.70	91.83	92.96	94.07	95.20	96.32	97.44
	COLA	3.18	3.18	3.18	3.18	3.18	3.18	3.18	3.18	3.18	3.18	3.18	3.18
	Base	88.27	89.39	90.52	91.64	92.76	93.88	95.01	96.14	97.25	98.38	99.50	100.62
44	Basic	87.96	89.12	90.29	91.44	92.61	93.76	94.93	96.10	97.25	98.42	99.58	100.74
	COLA	3.29	3.29	3.29	3.29	3.29	3.29	3.29	3.29	3.29	3.29	3.29	3.29
	Base	91.25	92.41	93.58	94.73	95.90	97.05	98.22	99.39	100.54	101.71	102.87	104.03
45	Basic	90.84	92.03	93.23	94.43	95.64	96.83	98.03	99.25	100.44	101.64	102.83	104.04
	COLA	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40
	Base	94.24	95.43	96.63	97.83	99.04	100.23	101.43	102.65	103.84	105.04	106.23	107.44
46	Basic	93.71	94.93	96.18	97.40	98.65	99.87	101.12	102.36	103.58	104.83	106.05	107.30
	COLA	3.51	3.51	3.51	3.51	3.51	3.51	3.51	3.51	3.51	3.51	3.51	3.51
	Base	97.22	98.44	99.69	100.91	102.16	103.38	104.63	105.87	107.09	108.34	109.56	110.81

*****RETIREE ELIGIBLE SCHEDULE*****

SUBSTITUTE RURAL CARRIER

5 DAY EVALUATED SCHEDULE

EFFECTIVE JULY 19, 1986 (PP 16-86)

RSC R1

HOURS		1	2	3	4	5	6	7	8	9	10	11	12
40	Basic	84.45	85.56	86.68	87.78	88.90	90.01	91.13	92.25	93.36	94.48	95.59	96.71
	COLA	3.16	3.16	3.16	3.16	3.16	3.16	3.16	3.16	3.16	3.16	3.16	3.16
	Base	87.61	88.72	89.84	90.94	92.06	93.17	94.29	95.41	96.52	97.64	98.75	99.87
41	Basic	87.62	88.77	89.93	91.09	92.25	93.40	94.56	95.73	96.88	98.04	99.18	100.34
	COLA	3.28	3.28	3.28	3.28	3.28	3.28	3.28	3.28	3.28	3.28	3.28	3.28
	Base	90.90	92.05	93.21	94.37	95.53	96.68	97.84	99.01	100.16	101.32	102.46	103.62
42	Basic	90.78	91.97	93.18	94.36	95.57	96.75	97.96	99.16	100.34	101.55	102.73	103.94
	COLA	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40
	Base	94.18	95.37	96.58	97.76	98.97	100.15	101.36	102.56	103.74	104.95	106.13	107.34
43	Basic	93.94	95.18	96.43	97.66	98.90	100.14	101.38	102.63	103.86	105.10	106.34	107.58
	COLA	3.52	3.52	3.52	3.52	3.52	3.52	3.52	3.52	3.52	3.52	3.52	3.52
	Base	97.46	98.70	99.95	101.18	102.42	103.66	104.90	106.15	107.38	108.62	109.86	111.10
44	Basic	97.11	98.39	99.68	100.95	102.24	103.52	104.80	106.09	107.37	108.66	109.93	111.22
	COLA	3.64	3.64	3.64	3.64	3.64	3.64	3.64	3.64	3.64	3.64	3.64	3.64
	Base	100.75	102.03	103.32	104.59	105.88	107.16	108.44	109.73	111.01	112.30	113.57	114.86
45	Basic	100.28	101.60	102.93	104.26	105.58	106.90	108.23	109.57	110.88	112.21	113.53	114.86
	COLA	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75
	Base	104.03	105.35	106.68	108.01	109.33	110.65	111.98	113.32	114.63	115.96	117.28	118.61
46	Basic	103.45	104.80	106.18	107.53	108.91	110.26	111.64	113.00	114.35	115.73	117.08	118.46
	COLA	3.87	3.87	3.87	3.87	3.87	3.87	3.87	3.87	3.87	3.87	3.87	3.87
	Base	107.32	108.67	110.05	111.40	112.78	114.13	115.51	116.87	118.22	119.60	120.95	122.33
47	Basic	106.62	108.01	109.43	110.83	112.24	113.64	115.06	116.47	117.86	119.28	120.68	122.09
	COLA	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99
	Base	110.61	112.00	113.42	114.82	116.23	117.63	119.05	120.46	121.85	123.27	124.67	126.08
48	Basic	109.78	111.22	112.68	114.12	115.58	117.02	118.48	119.94	121.38	122.84	124.28	125.74
	COLA	4.11	4.11	4.11	4.11	4.11	4.11	4.11	4.11	4.11	4.11	4.11	4.11
	Base	113.89	115.33	116.79	118.23	119.69	121.13	122.59	124.05	125.49	126.95	128.39	129.85

RSC B — RURAL AUXILIARY SCHEDULE
ANNUAL RATES
EFFECTIVE JULY 19, 1986 (PP 16-86)

RAUX GRADE		B	C	1	2	3	4	5	6	7	8	9	10	11	12
5	Basic	16,067	17,948	19,469	19,746	20,026	20,303	20,583	20,860	21,140	21,420	21,697	21,977	22,254	22,534
	COLA	2,038	2,038	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434	2,434
	Base	18,105	19,986	21,903	22,180	22,460	22,737	23,017	23,294	23,574	23,854	24,131	24,411	24,688	24,968

HOURLY RATES

RAUX GRADE		B	C	1	2	3	4	5	6	7	8	9	10	11	12
5	Basic	8.03	8.97	9.73	9.87	10.01	10.15	10.29	10.43	10.57	10.71	10.85	10.99	11.13	11.27
	COLA	0.98	0.98	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
	Base	9.01	9.95	10.90	11.04	11.18	11.32	11.46	11.60	11.74	11.88	12.02	12.16	12.30	12.44

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To) =>	B-C	C-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12
Grade 5	96	44	44	44	44	44	44	44	34	34	26	26	24

NOTE: General increase - basic salaries increased by same dollar amounts as a PS-5.

***** RETIREE ELIGIBLE SCHEDULE *****

RSC B1 — RURAL AUXILIARY SCHEDULE
ANNUAL RATES
EFFECTIVE JULY 19, 1986 (PP 16-86)

RAUX GRADE		1	2	3	4	5	6	7	8	9	10	11	12
5	Basic	21,112	21,389	21,669	21,946	22,226	22,503	22,783	23,063	23,340	23,620	23,897	24,177
	COLA	790	790	790	790	790	790	790	790	790	790	790	790
	Base	21,902	22,179	22,459	22,736	23,016	23,293	23,573	23,853	24,130	24,410	24,687	24,967

HOURLY RATES

RAUX GRADE		1	2	3	4	5	6	7	8	9	10	11	12
5	Basic	10.56	10.69	10.83	10.97	11.11	11.25	11.39	11.53	11.67	11.81	11.95	12.09
	COLA	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
	Base	10.94	11.07	11.21	11.35	11.49	11.63	11.77	11.91	12.05	12.19	12.33	12.47

STEP INCREASE WAITING PERIODS (IN WEEKS)

Steps (From-To) =>	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12
Grade 5	44	44	44	44	44	44	34	34	26	26	24

NOTE: General increase - basic salaries increased by same dollar amounts as a PS-5.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 167

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

Kenaston International
P.O. Box 2010
5432—12th Avenue
and
J. S. Mackie
P.O. Box 2010
5432—12th Avenue
Delta, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10199-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 7-17-86.*

Correction

Express Mail International Service—People's Republic of China

In POSTAL BULLETIN 21573, 7/3/86, page 22, article entitled same as above, the city incorrectly spelled "Chongging" should read "Chongqing."—*Marketing Dept., 7-17-86.*

Reminder

Requisitioning of Supplies From the Western Area Supply Center

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

On March 3, 1986, all postal installations served by the Western Area Supply Center were authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. Accordingly, offices should maintain no more than a 1-month level of supplies.

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—*Procurement & Supply Dept., 7-17-86.*

Reminder

Proper Placement of Special Service Endorsements

Please remind customers to place all markings for special services above the address and to the right of the return address on all articles. This applies to endorsements for registered, insured, certified, and COD services, as well as endorsements for special delivery, special handling, restricted delivery, and return receipt requested. See example below.

—*Rates & Classification Dept., 7-17-86.*

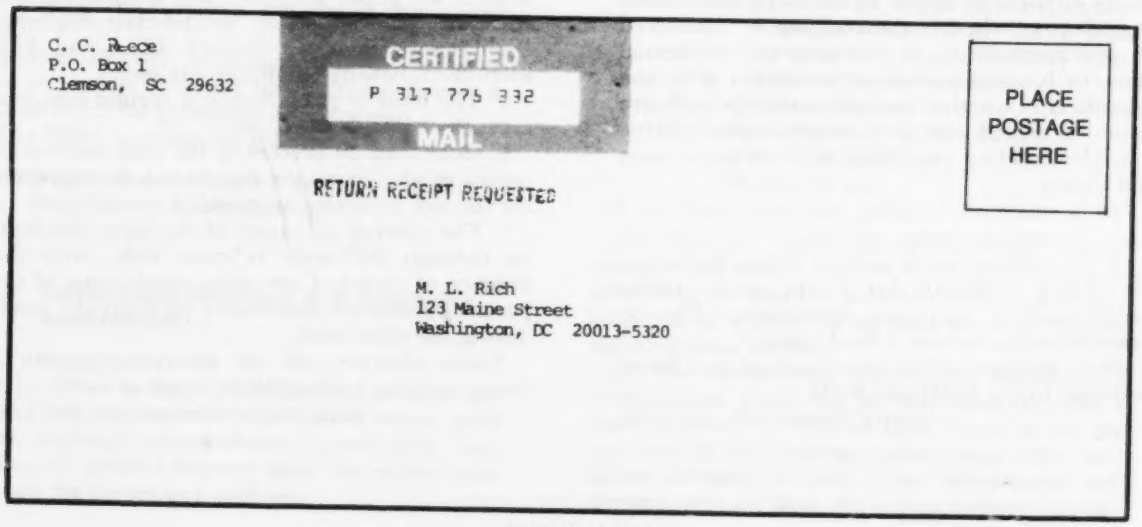


Exhibit 121.4

DMM and POM Revisions

Apartment House Delivery

Effective immediately, the DOMESTIC MAIL MANUAL (DMM) and the POSTAL OPERATIONS MANUAL (POM) are amended to clarify the definition of an apartment. In addition to the clarification of a common building entrance and a common address, a residential building is now identified as an apartment when there are three or more units having a common building entrance OR a common address. Previously, to be identified as an apartment it was necessary to have both a common entrance and common address. Additional information on this subject will be provided to each Division in the near future.

The DMM is revised as follows:

155.6 Apartment House Receptacles

.61 General. Delivery of mail to individual boxes in a residential building containing apartments or units occupied by different addressees, regardless of whether the building is considered an apartment house, a family hotel, residential units, or business units in a residential area, and regardless of whether the apartments or units are owned or rented, will be contingent upon:

a. The building containing three or more units and having

(1) A common building entrance, such as a door, passageway, stairs, etc.; or

(2) A common street address (some portion of the address is shared) that is approved by appropriate local or municipal authorities. (The remainder of this section is unchanged.)

The POM is revised as follows:

613.83 Apartment House Receptacles

.831 General. Delivery of mail to individual boxes in a residential building containing apartments or units occupied by different addressees, regardless of whether the building is considered an apartment house, a family hotel, residential units, or business units in a residential area, and regardless of whether the apartments or units are owned or rented, will be contingent upon:

a. The building containing three or more units and having

(1) A common building entrance, such as a door, passageway, stairs, etc.; or

(2) A common street address (some portion of the address is shared) that is approved by appropriate local or municipal authorities. (The remainder of this section is unchanged.)

These changes will be incorporated into future revisions to the DMM and POM.

—Delivery Services Dept., 7–17–86.

DMM Revision

Eligibility of Separate Publications to Mail at Second-Class Rates

Effective July 20, 1986, the Postal Service is implementing an interim rule which makes it explicit that, in appropriate circumstances, "Plus" publications may be considered separate publications even though they are not regularly published on the same day as another regular issue of the parent second-class periodical.

The interim rule was published in the July 15, 1986, issue of the Federal Register for comment. The written comments are to be sent to Mr. Donald Dillman, Director, Office of Classification and Rates Administration, U.S. Postal Service Headquarters, 475 L'Enfant Plaza SW., Washington, DC 20260–5360, to arrive on or before August 14, 1986. Mailers who would like to discuss the interim rule may contact Ms. Cheryl Beller, Telephone (202) 268–5166; a final rule will be adopted after all comments have been evaluated.

Effective July 20, 1986, the DOMESTIC MAIL MANUAL is amended on an interim basis as follows:

Chapter 4—Second-Class Mail

425 What may be Mailed at the Second-Class Rates

* * * * *

Add new section 425.226, as follows:

425.2 Issues and Editions

* * * * *

.226 An "issue" of a newspaper or other periodical shall also be deemed to be a separate publication, for postal purposes, and must independently meet the applicable second-class eligibility qualifications in 421.2 through 421.4 and 422, when the following conditions are met:

a. The issue is published at a regular frequency, such as once a week, *and*

b. More than 10 percent of the total number of copies of the issue are distributed to recipients that do not subscribe to it, *and*

c. The number of copies of the issue distributed through the mails is more than twice the number of copies of any other single issue of the parent publication distributed through the mails during the same week.

These changes will be incorporated into a future revision to the DMM.

—Rates & Classification Dept., 7–17–86.

DMM Revision

SORTATION REQUIREMENTS FOR CARRIER ROUTE FIRST-CLASS MAIL

BACKGROUND

Current regulations require mailers to prepare either carrier route trays (all pieces for the same route) or carrier routes trays (all pieces separately packaged to the appropriate carrier, but the packages for different routes of a 5-digit ZIP Code are commingled within the tray). Most carrier route First-Class mailers have sufficient mailing densities to 5-digit ZIP Codes to prepare full trays. There are, however, mailers who mail at the carrier route presort rate even though they do not have sufficient volume densities per mailing to individual 5-digit ZIP Codes to fill a tray. This may be due to the fact that a mailing file may be sorted by customer account number rather than by ZIP Code. Consequently, some 5-digit trays may contain only one package of 10 pieces.

SUMMARY OF CHANGES

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 367.3 and 367.4 are reorganized to clarify and separate the packaging requirements (367.3) from the traying requirements (367.4) for carrier route mailings. The sections are also revised to allow carrier route First-Class mailers to prepare 3-digit carrier route trays when there are insufficient densities of mail to fill three-fourths of a standard tray for a single 5-digit ZIP Code.

Section 367.313 is revised to specify that carrier route packages which are placed in the 3-digit carrier routes trays MUST be labeled with a pressure sensitive purple label "CR" whenever the mailer uses the carrier route optional endorsement line. Use of the carrier route optional endorsement line without the pressure sensitive purple label "CR" is not permitted.

Section 367.32 is deleted since 367.4 addresses the traying requirements for carrier route mailings.

Section 367.421 is revised to include a reference to section 367.4 for traying requirements as well as 367.3 for packaging requirements.

The DMM is revised as follows:

367 Preparation of Presort First-Class and First-Class Carrier Route Mailings

* * * * *

367.3 Carrier Route First-Class Mail (Packaging Requirements)

.31 Packages

.311 When to Make Packages. When there are 10 or more pieces to the same carrier route, rural route, highway contract route, post office box section, or general delivery unit, the mailer must prepare the pieces as a package.

.312 Preparing Packages. Rubberbands will be provided by the Postal Service and must be used by mailers to secure packages. Pieces in the packages must be faced in the same direction and secured by rubberbands as follows:

a. Packages of letter size pieces, as described in 128.2, must be secured with rubberbands.

b. Packages of flat size pieces as described in 128.3, may be secured with rubberbands or other appropriate strapping. String tying is not permitted.

c. Packages should not exceed approximately 4 inches in thickness.

d. Packages up to one inch in thickness must be secured with one rubberband around the girth. Packages between 1 and 4 inches in thickness must be secured with two rubberbands, the first around the length and the second around the girth.

.313 Labeling Packages

a. Packages Placed in Carrier Route Trays. Carrier route packages which are placed in a tray that is labeled to show that it contains only packages for the same carrier route, rural route, highway contract route, post office box section, or general delivery unit, are not required to be labeled.

b. Packages Placed in 5-Digit Carrier Routes Trays. When carrier route packages are placed in 5-digit carrier routes trays, one of the following procedures must be used to label the packages:

(1) The mailer may prepare packages with a facing slip which must be affixed to the front of the package and marked as shown below:

Line 1:	City, State, and 5-Digit ZIP Code of Address.
Line 2:	Carrier Route, Rural Route Highway Contract Route, Post Office Box Section, or General Delivery Unit followed by the number.
Line 3:	Office of Mailing.
Sample:	SAN FRANCISCO CA 94133 RURAL ROUTE 12 BOSTON MA

(2) Packages made up to individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units may be prepared without facing slips when the following conditions are met:

(a) The carrier route information consisting of a descriptive prefix (or its abbreviation), plus a route number or numeric code, must be on the top line of the address, either alone (the preferred format), or with other information (addressee, account data, etc.). Alternatively, the car-

rier route information may appear with the Carrier Route Presort endorsement on the line above or two lines above the address when the Carrier Route Presort endorsement is located in the address area in accordance with 362.31e.

(b) The descriptive prefix "carrier route" "rural route", "highway contract route", "post office box section," or "general delivery unit" must either be spelled out (the preferred format) or abbreviated as follows:

Carrier Route	CR
Rural Route	RR
Highway Contract Route	HC
Post Office Box Section	B
General Delivery Unit	GD

(c) The descriptive prefix must be followed by a two-digit route number or three-digit post office box section number. Alternatively, the mailer may use a numeric route code. This route code must consist of the last two digits of the 5-digit ZIP Code followed by the two-digit route number or three-digit post office box section number.

(d) The carrier route information must be right justified.

(e) The carrier route information must be preceded by at least two asterisks (**), or other distinctive non-alphabetic and non-numeric characters. The following are examples of address formats:

**Carrier Route 11
Resident
1300 Waterford Drive
District Heights, MD 20747

**CR11
Resident
1300 Waterford Drive
Endicott, NY 13760

**Rural Route 05
Resident
1602 Country Lane
Burke, VA 22015

Postal Customer **RR1505

CAR-RT SORT **CR11
Resident
1600 Jackson Avenue
Binghamton, NY 13903

(f) At least 10 spaces must be allowed for carrier route information if it is included with other information on the top line.

c. Packages Placed in Optional 3-Digit Carrier Routes Trays. When carrier route packages are placed in an optional 3-digit carrier routes tray, they must be labeled in accordance with 367.313b(1) OR 367.313b(2). If the carrier route packages are labeled in accordance with 367.313b(2), they MUST also have a pressure sensitive purple label "CR" placed in the lower left hand corner of the top piece in each package.

NOTE: The pressure sensitive purple label "CR" MUST be used with the carrier route optional endorsement line for packages placed in optional 3-digit carrier routes trays.

367.4 Carrier Route First-Class Mail (Traying Requirements)

.41 Carrier Route Trays

a. Direct Carrier Route Trays. When there are enough qualifying carrier packages to the same carrier route to fill a tray, a direct carrier route tray must be prepared. Each tray must be labeled in the following manner:

Line 1:	City, two-letter state abbreviation, and 5-digit ZIP Code destination.
Line 2:	Contents and Carrier Route, Rural Route, Post Office Box Section, Highway Contract Route, or General Delivery Unit.
Line 3:	Office of Mailing
Sample:	SAN FRANCISCO, CA 94133 FCM—CARRIER ROUTE 18 PORTLAND, OR

b. 5-Digit Carrier Routes Trays. When there are enough qualifying carrier packages to the same 5-digit ZIP Code destination to fill three-fourths or more of a standard tray, a 5-digit carrier routes tray must be prepared. Each tray must be labeled in the following manner:

Line 1:	City, two-letter state abbreviation and 5-digit ZIP Code destination.
Line 2:	Contents followed by the words CARRIER ROUTES.
Line 3:	Office of Mailing.
Sample:	SAN FRANCISCO, CA 94133 FCM—CARRIER ROUTES BOSTON, MA

c. Optional 3-Digit Carrier Routes Trays. When, after preparing all required carrier route and 5-digit carrier routes trays, there are carrier route packages remaining for the same 3-digit ZIP Code destination, the remaining packages may be made up into 3-digit carrier routes trays labeled to the 3-digit ZIP Code destination. Each tray must be labeled in the following manner:

(1) Unique 3-Digit ZIP Code Prefixes:

Line 1: City, two-letter state abbreviation, and unique 3-Digit ZIP Code prefix. (See Exhibit 122.63b for the unique 3-digit city and state).
Line 2: Contents followed by the words MIXED CARRIER ROUTES.
Line 3: Office of Mailing.
Sample: BINGHAMTON, NY 139
FCM—MIXED CARRIER ROUTES
BOSTON, MA

(2) Other 3-digit ZIP Code prefixes:

Line 1: 3-digit Destination City, two-letter state abbreviation and 3-digit ZIP Code prefix. (See Exhibit 122.63c or 122.63d for the 3-digit destination city and state.)
Line 2: Contents followed by the words MIXED CARRIER ROUTES.
Line 3: Office of Mailing.
Samples: BINGHAMTON NY 137
FCM—MIXED CARRIER ROUTES
VESTAL NY

BINGHAMTON NY 138
FCM—MIXED CARRIER ROUTES
VESTAL NY

NOTE: The following abbreviations may be used on the contents line of tray labels for carrier route First-Class mailings:

LETTERS	LTRS
FLATS	FLTS
MIXED	MXD
CARRIER ROUTE	CR
CARRIER ROUTES	CR RTS
RURAL ROUTE	RR
POST OFFICE BOX SECTION.	PO. BX SECT
HIGHWAY CONTRACT ROUTE.	HC
GENERAL DELIVERY UNIT.	GD

.42 Nonqualifying Pieces

.421 Definition. Pieces remaining after packages and trays have been prepared in accordance with 367.3 and 367.4 are nonqualifying and are ineligible for the carrier route rate. The nonqualifying portion of the mailing consists of Presort First-Class Mail pieces (367.2) and residual pieces (367.5). The applicable rate on nonqualifying pieces is the Presort rate or full rate on residual pieces.

* * * * *

The remainder of 367.4 remains unchanged. These changes will be incorporated in a future revision of the DMM.

—Rates & Classification Dept., 7–17–86.

MSC CONSOLIDATIONS AND REALIGNMENT OF USPS FIELD STRUCTURE

Effective September 28, 1985, the following MSCs were combined in the **Western Region**.

MSC San Rafael, CA (949) was combined with MSC Santa Rosa, CA (954) to become a new MSC, the North Bay, CA MSC located in Petaluma, CA.

North Bay, CA 949, 954

Effective April 12, 1986, the following MSCs were combined in the **Northeast Region**.

MSC Waterbury, CT (067) was combined with MSC Hartford, CT (060–061), and

MSC New London, CT (062) was combined with MSC Hartford, CT (060–061)

Hartford, CT 060, 061, 062, 067

MCS New London, CT (063) was combined with MSC New Haven, CT (064–066)

New Haven, CT 063, 064–066

A complete list of the newly aligned Management Sectional Centers including the physical locations and telephone numbers of these offices appears on pages 57 through 61.

—Operations Group, 6–12–86.

Do not mix empty brown mailbags with regular canvas sacks. Pack them in like-size brown mailbags.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21574** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

011018	101433	283093	334028	454094	605503	761111	902437	931830
018114	101516	283096	335034	460006	612021	770219	902451	931879
019030	101802	283111	335189	462211	616035	770343	902452	945271
021016	112001	283124	336630	462213	616036	770401	910210	945285
021147	112004	292146	337514	462215	616037	770544	913300	945294
021188	112143	303637	339301	464010	616038	770601	917553	954076
021321	112197	314536	372195	464065	616039	770632	917556	954212
021500	113083	322368	374077	478008	616040	770783	917562	958131
021501	114107	323045	374102	489029	625002	781007	921344	958139
031012	117204	324390	392120	520023	631185	782199	924071	958154
031014	117259	328154	393042	537024	631329	782208	924077	968195
066045	142146	331328	405072	554221	641073	782251	924103	968203
069219	165032	331555	405075	600372	641523	797132	924111	981401
069241	198036	331573	415002	601012	701437	837060	926658	981481
069251	200381	333252	430008	601083	705002	841003	926722	981510
078003	200392	333349	452267	601230	706078	841024	926738	981611
080016	200426	333367	452303	601379	731220	846013	926825	989019
080112	223053	333708	452328	601406	760246	850329	931008	989039
085006	282125	333740	452333	601651	760265	882074	931817	992157
101162	282187	334001	452339	602015	760280	901060	931818	997120

—Marketing Dept., 7–17–86.

PREVENT THEFT

KEEP CASH OUT OF PUBLIC VIEW

MANAGEMENT SECTIONAL CENTERS

This list includes AMFs (marked*)—which are not MSCs—reporting directly to the divisions.

Total Divisions: 74. Total MSCs: 142.

NORTHEAST REGION

ALBANY, NY DIVISION
30 Old Karner Road
Albany, NY 12212–9998..... 120–124
PEN: 8–562–2201

115 Henry Street
Binghamton, NY 13902–9998.....137–139
PEN: 8–882–2642
Comm: 8–(607) 773–2642

16 Hudson Avenue
Glen Falls, NY 12801–9998.....128–129
FTS: 8–631–9917

5640 E. Taft Road
Syracuse, NY 13220–9998 ....130–132, 136
PEN 8–952–3501
Comm: 8–(315) 470–3501

100 Pitcher Street
Utica, NY 13504–9998..... 133–135
PEN: 8–950–9301
Comm: 8–(315) 797–9420

BOSTON, MA DIVISION
25 Dorchester Avenue
Boston, MA 02205–9998.....020–022
PEN: 8–(617) 654–5001

Middlesex-Essex MSC
462 Washington Street
Woburn, MA 01888–9998..... 018–019, 055
PEN: 8–834–9762

BROOKLYN, NY DIVISION
271 Cadman Plaza East
Brooklyn, NY 11201–9998.....103, 111, 112
PEN: 8–656–7681
Comm: 8–(718) 834–3610

BUFFALO, NY DIVISION
1200 William Street
Buffalo, NY 14240–9998..... 140–143, 147
PEN: 8–437–2400
Comm: 8–(716) 846–2400

1335 Jefferson Road
Rochester, NY 14692–9998... 144–146, 148, 149
PEN: 8–963–5800
Comm: 8–(716) 263–5800

HARTFORD, CT DIVISION
141 Weston Street
Hartford, CT 06101–9998.....060, 061, 062, 067
PEN: 8–646–6050

50 Brewery Street
New Haven, CT 06511–9998.....064–066, 063
PEN: 8–643–7000

HICKSVILLE, NY DIVISION
185 West John Street
Hicksville, NY 11802–9998...005, 115, 117, 118
PEN: 8–(516) 933–2300

21 West Second Street
Riverhead, NY 11901–9998..... 119
PEN: 8–(516) 727–2335

MANCHESTER, NH DIVISION
955 Goffs Falls Road
Manchester, NH 03103–9998...030–034, 036, 037
PEN: 8–841–4000

202 Harlow Street
Bangor, ME 04401–9998.....044, 046–047, 049
PEN: 8–835–2011

125 Forest Avenue
Portland, ME 04101–9998.... 040–043, 045, 048
PEN: 8–830–8529

80 Daniel Street
Portsmouth, NH 03801–9998.....035, 038–039
PEN: 8–(603) 431–1330

NEWARK, NJ DIVISION
2 Federal Square
Newark, NJ 07102–9998..... 070–073
PEN: 8–340–5586

Kennedy AMF*
AMF Bldg. 250
Kennedy Airport, NY 11430–9998..... 003

NEW BRUNSWICK, NJ DIVISION
21 Kilmer Road
New Brunswick, NJ 08901–9998.....088, 089
PEN: 8–636–4700

076 Huyler Street
South Hackensack, NJ 07606–9998.....076
Comm: 8–(201) 277–1737

194 Ward Street
Paterson, NJ 07510–9998..... 074, 075, 078
PEN: 8–691–4604

171 Broad Street
Red Bank, NJ 07701–9998.....077
Comm: 8–(201) 741–6411

16 Maple Street
Summit, NJ 07901–9998.....079
Comm: 8–(201) 277–1737

680 State Hwy. #130
Trenton, NJ 08650–9998..... 085–087
PEN: 8–433–3003
Comm: 8–(609) 581–3003

NEW YORK CITY, NY DIVISION
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2. All employees at bulk mail acceptance units;
3. All employees at plant load sites.

Notice 157 is designed to be a visual aid for assisting postal personnel who are responsible for enforcing and collecting the $.90 surcharge on nonmachinable parcels. *Postmasters and other managers must ensure that the notices are distributed immediately upon receipt.* Additional copies may be requested on an "as needed" basis from area supply centers after August 13 using Form 7380, *Supply Center Requisition.*

—Delivery Services Dept., 7-24-86.

IMM Revision

International Money Orders

This updates the telephone number to be used by the field when questions arise on Canadian rates, international money orders, foreign currency exchange rates, or any other questions regarding money orders. Telephone: **(314) 436-5099.**

The last sentence of section 391.432c(3), INTERNATIONAL MAIL MANUAL (IMM), is revised as follows:

(3) If no such source is available locally, reference the telephone number given in the POSTAL BULLETIN with the current Canada-U.S. Money Order Conversion Rates and call for assistance.

This change will be incorporated into a future revision to the IMM.

—Rates & Classification Dept., 7-24-86.

Equipment Inventory Reporting System (EIRS)—Cancellation of Circuits 800-392-2613, 800-325-2691 and 314-421-6468

Effective August 1, 1986, the Equipment Inventory Reporting System (EIRS) will be switching to alternative telecommunications access. The following circuits will be canceled as of midnight ***July 31, 1986:*** 800-392-2613, 800-325-2691, 314-421-6468. All users of these circuits for communication purposes to a postal data center must contact St. Louis Postal Data Center, Customer Support Branch at (314) 425-5412 prior to July 31, 1986 to obtain instructions on proper means of access to the postal data center network. All EIRS users who have *not* received instructions for telecommunication access by July 31, 1986 should contact the Mail Transport Equipment Division at USPS Headquarters in Washington, DC. All other users must contact St. Louis Postal Data Center, Customer Support Branch at 314-425-5412 for more information on accessing the Postal Data Center network.

—Mail Processing Dept., 7-24-86.

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P1.3:

DMM Revision

Second-Class Rate Eligibility

Eligibility for Second-Class Rates of issues of publications that regularly appear more frequently than weekly but which do not appear on the same day as another issue of the same publication

POSTAL BULLETIN 21575, 7/17/86, contained terim rules establishing criteria for determining whether an issue of a publication that regularly publishes more frequently than weekly must be considered a separate publication for postal purposes and must independently qualify for second-class privileges, even when that issue does not appear on the same day as another issue of the publication. A new data collection form, Form 3541–DX, *Second-Class Certification,* will provide the information necessary to make that determination. A completed Form 3541–DX must be submitted to each office of mailing with Form 3541 or 3541–A. Instructions for use of Form 3541–DX are found in DOMESTIC MAIL MANUAL (DMM) 444.1 and 485.

A copy of Form 3541–DX, appears on page 3. Photocopy the Form 3541–DX and furnish copies to those publishers who will need to submit them with mailings deposited at your office, or with Form 3510 if they apply for a change in frequency, whenever the publication will regularly be published more often than weekly. If you find that the need for this form exceeds your photocopying capabilities, please contact the Office of Classification and Rates Administration, U.S. Postal Service Headquarters, Attn: Form 3541–DX, 475 L'Enfant Plaza SW., Washington, DC 20260–5360, for additional forms.

Effective July 27, 1986, the DMM is amended on an interim basis as follows:

Revise section 444.1 by adding the following after the last sentence:

444.1 Change in Title, Frequency, or Office of Publication

* * * * *

When the frequency is changed to more often than weekly, Form 3541–DX, *Second-Class Certification,* must be completed by the publisher and submitted with Form 3510.

Add new section 485.

485 Statement of Publication for Publications that Regularly Publish More Frequently than Weekly. The publisher must submit Form 3541–DX, *Second-Class Certification,* with each mailing of a publication that is published more frequently than weekly (See DMM 425.226). The publisher must attach the completed form(s) to the mailing statement(s) submitted to each office where mailings are made. A sample of Form 3541–DX is shown in Exhibit 485.

These changes will be included in a future issue of the DMM.

—Rates & Classification Dept., 7–24–86.

Treasury Department Checks

August social security checks normally delivered on the third of the month are scheduled to be delivered on **Friday, August 1.** The envelopes will bear the legend:

> Postmaster: Requested delivery date is the 1st day of the month.

Postmasters and supervisors should complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 7–24–86.*

DMM Revision

Special Third-Class Applications

Effective July 28, 1986, send Form 3624, *Application to Mail at Special Bulk Third-Class Rates,* to the Rates and Classification Centers listed below. Be sure the applications are completed in accordance with DOMESTIC MAIL MANUAL (DMM) 642. An incomplete application will cause a delay in deciding *your* customer's case.

This procedural change officially transfers the functions previously performed by the Classification Centers to the Rates and Classification Centers as described in POSTAL BULLETIN 21569, 6/5/86, page 40, and will be reflected in the next DMM transmittal letter.

RATES AND CLASSIFICATION CENTERS

(Serving Regional Areas)

Rates and Classification Center
Office of Classification and Rates Administration
1845 Walnut Street
Philadelphia, Pennsylvania 19196–9599

Rates and Classification Center
Office of Classification and Rates Administration
1633 Broadway
New York, New York 10095–9599

Rates and Classification Center
Office of Classification and Rates Administration
Main Post Office Building
433 West Van Buren Street
Chicago, Illinois 60698–9599

Rates and Classification Center
Office of Classification and Rates Administration
1407 Union Avenue
Memphis, Tennessee 38165–9599

Rates and Classification Center
Office of Classification and Rates Administration
850 Cherry Avenue
San Bruno, California 94096–9599

—Rates & Classification Dept., 7–24–86.

U.S. POSTAL SERVICE

SECOND-CLASS CERTIFICATION

INSTRUCTIONS

1. Complete this form and attach it to Form 3510, Application for Additional Entry, Reentry, or Special Rate Request for Second-Class Publication, when the frequency of a second-class publication is being changed to more often than weekly.
2. This form must also be submitted to each office of mailing with all Forms 3541 and 3541-A for each issue of a second-class publication that is regularly published during the same week as another issue of the same publication.
3. If the data on this form indicates that the issue is a separate publication, the issue may not be mailed at second-class rates under the authorization granted to the publication named in Part A. It must instead independently meet the applicable second-class eligibility qualifications in 421.2 through 421.4 and 422, DMM, or be mailed at third- or fourth-class rates.

PART A - TO BE COMPLETED BY PUBLISHER/AGENT

Title of Publication	USPS Number	Date of Issue

1. Total number of copies of this issue distributed by all modes of distribution. 1._____
2. Total number of copies of issue distributed to nonsubscribers (See DMM 422.221) 2._____
3. Greatest number of copies of any other single issue of the parent publication distributed through the mails during the same week. 3._____
4. Total number of copies of this issue distributed through the mails. 4._____

I certify that the information furnished on this form is correct.	Signature of Publisher/Agent required

PART B - TO BE COMPLETED BY ENTRY POST OFFICE

Post Office and State of Mailing

5. Divide line 2 by line 1 _____ X 100 = 5._____ %
6. Divide line 4 by line 3 _____ = 6._____

If line 5 is more than 10% AND line 6 is more than 2, then the issue must be treated as a separate publication.

PS Form 3541-DI, July 1986

Exhibit 485

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 168

Keep all foreign order notices for use as reference.

Final Orders. The tentative *Lottery Orders* issued against the following have become final:

CANADA

Kenaston International
P.O. Box 91992
225 17th Street
and
Lynda Bachman
P.O. Box 91992
225—17th Street
West Vancouver, B.C.

International Money Club
35 Densley Ave., #490
Toronto, Ontario

Kenaston International
P.O. Box 35607
2021 W. 42nd Ave.
and
Jan Friesen
P.O. Box 35607
2021 W. 42nd Ave.
Vancouver, B.C.

Princess Enterprises
Box 80565
6025 Sussex
Burnaby, B.C.

Kenaston International
P.O. Box 940
5010–48th Ave.
and
Frederick Russell
P.O. Box 940
5010–48th Ave.
Delta, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 7–24–86.*

STOCKHOLMIA '86 Souvenir Card

The STOCKHOLMIA '86 souvenir card will be canceled with a pictorial U.S. cancellation designed for use at STOCKHOLMIA in Stockholm, Sweden, not a circular Washington, DC, date stamp as stated in POSTAL BULLETIN 21574, 7/10/86.—*Marketing Dept., 7–24–86.*

Wanted Circulars Canceled

Destroy the following Wanted Circulars: WILLIAM KINNETH CORNETTE, issued 6/13/80; JOHN A. CLARK, issued 7/2/81.

—*Inspection Service, 7–24–86.*

Custodial Products—Approved Sources

Please make the following corrections to the list of Approved Custodial Products, in POSTAL BULLETIN 21568, 5/29/86. Add to the list of floor equipment:

Floor Equipment

Manufacturer	Product
Breuer Electric Manufacturing Co.	Floorkeeper.
Breuer Electric Manufacturing Co.	Bi-Speed Scrubber.
Breuer Electric Manufacturing Co.	Sheen Machine Burnisher/Polisher.

This company's name was inadvertently left off the original listing.—*Engineering & Technical Support and Procurement & Supply Depts., 7–24–86.*

Improper Package Handling

The Postal Service recently received evidence that packages of second- and third-class mail are being improperly delivered. Entire packages that were presorted to 3- and 5-digit destinations were delivered to the address that was on the top letter or flat of the package. Also, Firm packages intended to be delivered to one firm are being opened for distribution.

Please note packages identified with pressure sensitive labels. A **green** Label 3 is used to identify 3-digit packages, a **red** Label D is used to identify 5-digit packages, and a **blue** Label F is used to identify Firm packages. These packages can also be identified through the use of the optional endorsement line at the top of the address label.

Managers must ensure that mail processing and delivery employees take action to ensure that these packages are distributed and delivered properly.—*Mail Processing Dept., 7–24–86.*

Letterhead Stationery for Field Divisions

This article supplements "Letterhead Approval/Procurement" in POSTAL BULLETIN 21557, 3/13/86, which amended Handbook AS-302, *Correspondence Management*, and outlined the standards for USPS stationery. The approved format for Field Division stationery is:

United States Postal Service
Field Division
(City, State, ZIP + 4)

—Records Office, 7-24-86.

Express Mail International Service—Republic of South Africa

Express Mail International Service to The Republic of South Africa is now available to an additional city. The following is the complete list of cities to which Express Mail International Service is now available:

Bloemfontein	Johannesburg
Capetown	Kimberly
Durban	Port Elizabeth
East London	Pretoria
Germiston	Sandton City (Postal Codes 2146 and 2199 ONLY)*

*New Addition.

A future revision to the INTERNATIONAL MAIL MANUAL will reflect this information.

—Marketing Dept., 7-24-86.

International Mail—Operating Guidelines

The decision logic charts shown on pages 6 through 12 outline operating plan commitments for international mail. This information expands the previously published criteria to make them more comprehensive and to address all categories of both inbound and outbound international mail.

This information will be used to up-date the POSTAL OPERATIONS MANUAL, Handbook T-4, *International Surface Mail*, and Handbook T-1, *International Airmail Exchange Office Procedures*.

—Mail Processing Dept., 7-24-86.

Cautionary Notice

Mail Addressed to APO Miami 34021

APO Miami 34021 is an active military mailing address. According to DOMESTIC MAIL MANUAL, Exhibit 125.2, "Conditions Applied to Mail Addressed to Military Post Offices Overseas," only registered mail is *not* acceptable and fruits, animals and living plants are prohibited to APO Miami 34021; Priority, PAL, MOM and SAM mail are authorized from domestic origins. The appropriate size restrictions appear in the table below:

Service category	Weight (pounds)	Dimensions
Priority Mail	70	108 inches in length and girth combined.
Parcel Airlift Mail (PAL).	30	60 inches in length and girth combined.
Space Available Mail (SAM).	15	100 inches in length and girth combined.
Military Ordinary Mail (MOM).	70	100 inches in length and girth combined.

This notice is published because some postal facilities have refused to accept parcels for forwarding to APO 34021. Parcels have been erroneously stamped as oversized mail and, in most cases, incorrectly state that APO 34021 is not eligible to receive parcels at all. To avoid delays and inquiries concerning mail addressed to APO 34021, please call the attention of all acceptance units to this notice.

—Mail Processing Dept., 7-24-86.

DMM Revision

Optional Area Distribution Center (ADC) Labeling List Changes

Effective September 6, 1986, DOMESTIC MAIL MANUAL (DMM) Exhibit 122.63e is revised as follows:

EXHIBIT 122.63E

OPTIONAL AREA DISTRIBUTION CENTER (ADC) LABELING LIST FOR USE WITH PRESORT FIRST-CLASS MAILINGS ONLY.

Destination ZIP Codes	Label to
280-284, 286-289, 297	DIS CHARLOTTE NC 280
290-296, 298-299	DIS COLUMBIA SC 290
750-759	DIS DALLAS TX 750
760-769, 790-799	DIS FT WORTH TX 760

This change will be included in a future issue of the DMM.—*Mail Processing Dept., 7-24-86.*

Table 1.—Outbound International Air Mail

Line	If International outbound air mail category is	and is	Then the origin office will	Then the Air Exchange Office will	Then the Gateway Exchange Office will
1	Express Mail International Service (EMIS).	Custom designed service.	Dispatch to the designated Air Exchange Office with the appropriate service agreement.	Process and dispatch custom designed service EMIS items in accordance with the service agreement schedule to the destinating country.	Dispatch custom designed service items received from Air Exchange Offices in accordance with the service agreement schedule to the destinating country.
2	Express Mail International Service.	On-demand service.	Forward on-demand EMIS mail to their designated air exchange office on day 0 (day of acceptance).	Process and dispatch local area on-demand EMIS mail on day 0 (day of acceptance). EMIS mail which cannot be dispatched on day 0 will be dispatched not later than day 1 (day after postmark/meter date). Process and dispatch all on-demand EMIS mail from origins within the exchange office's service area by day 1 (day after postmark/meter date).	Dispatch as many closed EMIS dispatches received from other air exchange offices as possible on day of receipt. Dispatch remaining EMIS items not later than the day following receipt from other air exchange offices.
3	International Priority Airmail.	Deposited at authorized acceptance office or collected by USPS at established collection times.	Process all mail received by critical acceptance time and dispatch where transportation is available on day 0 (day of acceptance). Dispatch remaining International Priority Airmail to meet first available day 1 (day after acceptance) transportation.	Process residue International Priority Airmail (mixed countries) as committed mail along with other regular International Airmail received from origin offices.	Dispatch International Priority Airmail received from origin offices on first available transportation to destination.

Table 1.—Outbound International Air Mail—Continued

Line	If International outbound air mail category is	and is	Then the origin office will	Then the Air Exchange Office will	Then the Gateway Exchange Office will
4	Airmail LC (letters, aerogrammes, cards, and letter packets). Airmail AO (newspapers, magazines, matter for the blind, printed matter, small packets). Airmail CP (priority parcels).	Mailed by 5:00 p.m.	Forward all International Airmail to their designated air exchange office to meet Critical Entry Time on day 1. Color-code the airmail as overnight committed mail to ensure that it arrives at the air exchange office in time to be processed and made ready for dispatch on day 1 (day after postmark/meter date). Use a white label for Saturday dispatches to ensure arrival at the air exchange office on Sunday. Use air transportation, if required, from service area to the air exchange office to meet overnight service commitment. Letters, flats, SPRS, and parcels should be pouched separately when volume warrants (1/3 of pouch/sack). Letters and flats should be dispatched in trays to the fullest extent possible.	Process and dispatch as much airmail as possible on day 1 (day after postmark/meter date). Dispatch all remaining airmail to those destinations for which the air exchange office is authorized to make a seal not later than day 2 (second day after postmark/meter date). Commingle air LC and mail in same pouch to maximize the number of country seals dispatched by the air exchange office. CP will not be commingled with other categories of International mail when making dispatches. Dispatch airmail residue/geographics to the designated gateway exchange office to meet Critical Entry Time on day 2 (second day after postmark/meter date). Color-code airmail residue/geographics as overnight committed mail so it arrives at gateway exchange office to be processed and made ready for dispatch on day 2 (second day after postmark/meter date). Use a white label for Saturday dispatches to ensure arrival at the gateway exchange office on Sunday.	Process and dispatch as much airmail as possible received from service area on day 1 (day after postmark/meter date). Dispatch remaining air mail received from service area which could not make a day 1 dispatch on day 2 (second day after postmark/meter date). Process and dispatch airmail residue or geographics received from an air exchange office by Critical Entry Time on day 2 (second day after postmark/meter date). Dispatch all remaining airmail residue or geographics received from an air exchange office not later than day 3 (third day after postmark/meter date). Dispatch mail received from inland exchange offices which do not have direct or intra-line transportation to destination on first available flight to the destinating country.
5	Canadian destined LC/AO/CP Airmail.	Mailed by 5:00 p.m.	Forward Canadian destined mail to their designated air exchange office to meet Critical Entry Time on day 1 (day after postmark/meter date). Unless instructed otherwise, Canadian mail will be separated from other International Mail at the origin office. Use air transportation, if required, to meet service commitment.	Establish operating plans so that better than 50% of the mail can reach its Canadian destination by the established Critical Entry Time on day 1 (day after postmark/meter date). Dispatch remaining mail volume to arrive at the Canadian destination not later than Critical Entry Time on day 2 (second day after postmark/meter date).	

Table 1.—Outbound International Air Mail—Continued

Line	If International outbound air mail category is	and is	Then the origin office will	Then the Air Exchange Office will	Then the Gateway Exchange Office will
6	Mexican destined LC/AO/CP airmail.	Mailed by 5:00 p.m.	Forward Mexican destined mail to their designated air exchange office to meet Critical Entry Time on day 1 (day after postmark/meter date). Color-code the mail as overnight committed mail. Use a white label for Saturday dispatches to ensure arrival at air exchange office on Sunday. Use air transportation, if required, to meet overnight service commitment.	Process and dispatch as much mail as possible on day 1 (day after postmark/meter date). Dispatch remaining mail not later than day 2 (second day after postmark/meter date). Dispatch residue mail to AMF Dallas or AMF Los Angeles as appropriate. Color-code residue mail as overnight committed mail.	Process and dispatch as much residue mail as possible on day 2 (second day after postmark/meter date). Dispatch all remaining residue mail received from air exchange office not later than day 3 (third day after postmark/meter date).
7	Rebut (return to sender).	Air LC (letters, aerogrammes, cards, and letter packets).	Forward returned air LC mail to their designated air exchange office. Color-code air LC mail as overnight committed mail to ensure that it arrives at the air exchange office on the day following dispatch from origin office. Use a while label for Saturday dispatches to ensure arrival at the air exchange office on Sunday. Use air transportation, if required, from service area to the air exchange office to meet overnight service commitment.	Process and dispatch rebut mail not later than 24 hours after receipt from the origin office. Dispatch rebuts to gateway exchange office for those countries the air exchange office does not make a seal. Commingle with outgoing, origin air LC and AO mail to gateway exchange office. Color-code as overnight committed mail to ensure that it arrives at the gateway exchange office on the day following dispatch from the air exchange office.	Process and dispatch rebut mail using same dispatch criteria as origin air LC mail. (See table 1, line 4).
		Air AO items indorsed "printed matter" and not bearing a request for return to sender.	Dispose of locally in accordance with international mail manual.		
		All other mail.	Dispatch to appropriate surface exchange office for processing and return to sender.		

Table 2.—Outbound International Surface Mail

Line	If International outbound mail category is	and is	Then origin office will	Then air exchange office will	Then surface exchange office will
1	Surface LC (letters, cards, letter packets).	Mailed by 5:00 p.m.	Dispatch surface LC mail to their designated air exchange office in the same pouch as outgoing air LC mail. Do not attempt to separate surface LC mail from air LC mail at the origin office. Dispatch surface LC mail in same color-coded pouch as air LC mail to insure that it arrives at the air exchange office in time to be processed and made ready for dispatch on day 1 (day after postmark/meter date). Use a white label for Saturday dispatches to ensure arrival at the air exchange office on Sunday. Use air transportation, if required, from service area to the air exchange office to meet service commitment.	Separate surface LC mail from air LC mail. Dispatch to appropriate surface exchange office and label as follows:. (A) New York International and Bulk Mail Center. NYI & BMC 099 FGN LC ORIGIN ZIP (EWR) (B) Oakland International Surface Exchange Office. DIS Oakland CA 945 FGN LC ORIGIN ZIP (SFO) (C) New Orleans International Surface Exchange Office. DIS New Orleans LA 702 FGN LC (MSY) (D) Miami International Surface Exchange Office. DIS Miami FL 330 FGN LC ORIGIN ZIP (MIA) Color-code surface LC mail as overnight committed mail to ensure that it arrives at the surface exchange office on day 2 (second day after postmark/meter date). Use a white label for Saturday dispatches to ensure arrival at the surface exchange office on Sunday. Use green FCM pouches/sacks or MM trays. Refer to Appendix 25, T-4 Handbook, to ensure surface LC mail is routed to the appropriate surface exchange office.	Process all surface LC mail received from the air exchange office and make this mail available for dispatch within 24 hours of receipt.

Table 2.—Outbound International Surface Mail—Continued

Line	If International outbound mail category is	and is	Then origin office will	Then the International Concentration Center/Bulk Mail Center (BMC) will	Then surface exchange office will
2	Surface AO mail (preferential items: publishers' periodicals, i.e., second-class mail issued weekly or more frequently and second-class mail issued less frequently than weekly).	Mailed by 5:00 p.m.	Process International publishers' periodicals concurrently with, but not at the expense of, first class mail. Dispatch International publishers' periodicals in the surface preferential network concurrently with domestic second-class publications to the appropriate International Surface Exchange Office.	Not applicable	Process all AO preferential mail (publishers' periodicals) received from the domestic preferential network within 24 hours of receipt.
3	Surface AO mail (non-preferential items; regular printed matter, i.e., advertising materials, catalogs, and directories, books and sheet music, matter for the blind, and small packets).	Mailed by 5:00 p.m.	Direct sacks Forward direct country sacks of AO mail to the appropriate International Surface Exchange Office. Dispatch direct sacks of AO mail using the same service standards as domestic mail of the same classification destined to the surface exchange office city. Low volume/residue Low volume origins and residue mail must be dispatched to the designated regional concentration center for appropriate case and rack distribution. Dispatch AO mail from low volume origins using the same service standards as domestic mail of the same classification destined to the concentration city.	Process all AO mail received from low volume origins and residue AO mail within 24 hours of receipt. Make proper case and rack country/geographic separations before dispatching AO mail to the appropriate surface exchange office. Dispatch AO mail on the same service standards as domestic mail of the same classification destined to the surface exchange office city. Refer to Appendix 25, T–4 Handbook to ensure surface AO mail is routed to the appropriate surface exchange office.	Process all non-preferential AO mail received from origin offices or concentration centers and make this mail available within 48 hours of receipt (excluding weekends and holidays).
4	Surface CP (parcel post).	Mailed by 5:00 p.m.	Commingle International Surface CP Mail in sacks or BMC containers with domestic parcel post and dispatch to parent bulk mail center.	Separate International Surface CP Mail from domestic parcel post and dispatch to the appropriate international surface exchange office within 24 hours of receipt from origin office. Forward International Surface CP with same service standards as domestic parcel post destined to the exchange office city. Refer to Appendix 25, T–4 Handbook to assure surface CP mail is routed to the appropriate surface exchange office.	Process all surface CP mail received from the BMC network and make this mail available for dispatch within 48 hours of receipt.

Table 3.—Inbound International Air Mail

Line	If International inbound air mail category is	and is	Then air exchange office/receiving mail facility will
1	Express Mail International Service (EMIS).	Business papers and non-dutiable items.	Complete processing, including customs clearance, and have available for dispatch as soon as possible after receipt of the dispatch from the air carrier, but not later than four hours after receipt. Dispatch all EMIS mail items to destination on first available surface transportation, if applicable, or planned air transportation. Note: If distribution and dispatch is performed at a facility other than the receiving exchange office, the above criteria is applicable.
		Merchandise or other dutiable items.	Complete processing and have available for customs examination as soon as possible after receipt of the dispatch from the air carrier, but not later than three hours after receipt. Complete distribution and have available for dispatch as soon as possible after all dutiable EMIS items are returned by customs to the Postal Service, but not later than two hours after receipt. Dispatch all EMIS mail items to destinations on first available surface transportation, if applicable, or planned air transportation. Note: If distribution and dispatch is performed at a facility other than the receiving exchange office, the above criteria is applicable.
2	Air mail LC (letters, aerogrammes, cards, and letter packets).	Received at the air exchange office and has cleared customs by 5:00 p.m.	Process arriving air LC mail received at the air exchange office and clearing customs by 5:00 p.m. as committed mail. Dispatch all air LC mail made up to the ADC of the local delivery area of the exchange office in time to be processed and made ready for delivery on day 1 (day after receipt at receiving exchange office). Air LC made up for other ADCS is to be taken to the rack area for dispatching as local originating first class mail. Process air LC mail requiring distribution through outgoing primary and dispatch the same as local originating first class mail. Color-code in accordance with domestic first class/priority mail commitments.
3	Air mail AO (newspapers, printed matter, matter for the blind, small packets).	Received at the air exchange office and has cleared customs by 5:00 p.m.	Process all air AO mail as committed first class/priority mail. Dispatch all air AO mail in domestic system with the appropriate color-coded tag in accordance with the domestic first class/priority mail commitments.
4	Air mail CP (parcel post)	Received at the air exchange office and has cleared customs by 5:00 p.m.	Process all air CP mail as committed mail. Dispatch all air CP mail in domestic system with the appropriate color-coded tag in accordance with the domestic priority mail commitments.

Table 3.—Inbound International Air Mail—Continued

Line	If International inbound air mail category is	and is	Then air exchange office/receiving mail facility will
5	Canadian Origin Air Mail	LC (letters, aerogrammes, cards, and letter packets). AO (newspapers, printed matter, matter for the blind, small packets).	Work inbound Canadian LC and AO mail according to its arrival time in relation to the CET for analogous domestic mail: 1. Mail made up to ADC (for that office) and received by the established CET, is committed for next day delivery. 2. Mail made up in bundles/trays for other ADC is committed as if it were originating mail if received by the pouch rack CET for outgoing first class. 3. Inbound mail requiring distribution through the outgoing primary. In this instance, receipt by 1700 is the applicable CET. Note: The receipt of this mail is keyed to airport arrival, not availability for distribution. Also, for mail which has been given to customs, receipt is the time of release from customs.
		CP (parcel post)	Process and dispatch inbound Canadian CP mail in accordance with the domestic priority mail commitments.

Table 4.—Inbound International Surface Mail

Line	If International Inbound Surface Mail category is	and is	Surface Exchange Office will
1	LC (Letter, cards, letter packets).	Received at the Surface Exchange Office and has cleared customs.	Process arriving surface LC mail and dispatch within 24 hours of receipt. Dispatch the same as local originating first class mail. Color-code in accordance with domestic first class/priority mail commitments.
2	AO mail (printed matter, newspapers, magazines, matter for the blind, advertising material, catalogues, books and sheet music, and small packets).	Received at the Surface Exchange Office and has cleared customs.	Process arriving surface AO mail and dispatch within 48 hours of receipt.
3	CP (parcel post)	Received at the Surface Exchange Office and has cleared customs.	Process arriving surface CP mail and dispatch within 48 hours of receipt.

JULY 1986

Have you seen any of these children?

Jennifer Sophia Marteliz
Born: 06/09/75
Date missing: 11/15/82
From: Tampa, Florida

Martha Jean Lambert
Born: 03/26/73
Date missing: 11/28/85
From: St. Augustine, Florida

Nyleen Kay Marshall
Born: 08/18/78
Date missing: 06/25/83
From: Clancy, Montana

Wilfredo Torres
Born: 03/19/74
Date missing: 05/09/83
From: Dorchester, Massachusetts

Kirk Quintons
Born: 10/23/71
Date missing: 09/18/83
From: New York, New York

Jovanna Stacey Crawford
Born: 08/29/79
Date missing: 06/05/81
From: Bridgeport, Connecticut

Please Call the National Center for Missing and Exploited Children—
HOT LINE 1–800–843–5678

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations and branches. Please remove and discard previous versions. At their option, operators of contract postal units may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service *only* through periodic issues of the POSTAL BULLETIN.

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—Document Control Division, 7-24-86.

DMM Revision

POSTAGE METERS

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 144 is revised to eliminate the requirement that a production model of each approved meter be deposited with the Postal Service. The Office of Classification and Rates Administration will require deposit of a meter only in specific cases. Also, a meter manufacturer's address and Postal Service organizational titles have been updated.

144 Postage Meters and Meter Stamps

* * * * *

.13 Meter Manufacturers. *Change* the address of International Mailing Systems to "19 Forest Parkway, Shelton, Connecticut 06484–0903."

* * * * *

144.7 Post Office Meters

* * * * *

.742 Preparation and Verification of Accounting Records

* * * * *

.742b(1) In the first and second lines, *replace* the title, "Director, Office of Finance," with "accounting unit."

* * * * *

144.9 Manufacture and Distribution of Postage Meters

* * * * *

.932 Submission of Each Model. In the fourth and fifth lines, *replace* "National Bureau of Standards, or the Postal Service Laboratory," with "Engineering Support Center."

* * * * *

.935 Approval. The Office of Classification and Rates Administration reserves the right before approval to require additional examination and testing as necessary to resolve any doubts regarding the security or endurance characteristics of any meter which is proposed for manufacture. After approval has been given to manufacture and distribute a meter, no changes affecting the basic features or safeguards of a meter may be made without authorization by the Office of Classification and Rates Administration.

.936 Approval Conditions. The Postal Service may require, and reserves future rights to require, that production models of approved meters be deposited with the Office of Classification and Rates Administration.

.937 Tests After Approval. Additional meters from current manufacturer must be submitted to the Postal Service for testing, at the expense of the manufacturer, as may be requested by the Office of Classification and Rates Administration.

.94 Safeguards

* * * * *

.943 Protection of Printing Dies and Keys. In the eighth line, *replace* "Government of postal revenue" with "Postal Service of revenue."

—Rates & Classification Dept., 7–24–86.

DMM Revision

MARTIN LUTHER KING, JR., PUBLIC HOLIDAY

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 113.66 and Exhibit 113.66B are revised to specify the level of service to be provided at all post offices for the Martin Luther King, Jr., public holiday celebrated on the third Monday in January of each year.

The DMM is revised as follows:

113 Service in Post Offices

* * * * *

113.6 Hours of Business

* * * * *

.66 National Holidays. Post offices are kept open on holidays for such time as necessary to meet reasonable requirements of postal customers. Mail is received, collected, and dispatched in accordance with holiday schedules. See Exhibit 113.66 on page 25. Incoming mail is distributed to post office boxes at the main office and, generally, to post office boxes at stations and branches. The following holidays are observed by the Postal Service:

a. New Year's Day.
b. M.L. King, Jr.'s Birthday.
c. Washington's Birthday.
d. Memorial Day.
e. Independence Day.
f. Labor Day.
g. Columbus Day.
h. Veterans' Day.
i. Thanksgiving Day.
j. Christmas Day.

* * * * *

These changes will be incorporated into a future revision to the DMM.

—Delivery Services Dept., 7–24–86.

A. Holidays Widely Observed.

(Christmas Day, Independence Day, Labor Day, New Years Day, Veterans Day, Thanksgiving Day)

	Window	Post Office Box	Firm call	Delivery			Collection
				Business	Residential	Special delivery	
Friday holiday Friday Saturday Sunday	None Limited None	Holiday schedule Normal Normal	None Normal None	None Normal None	None Normal None	Holiday schedule Normal Normal	Time Decal Normal Time Decal
Saturday holiday Friday Saturday Sunday	Normal None None	Normal Holiday schedule Normal	Normal None None	Normal None None	Normal None None	Normal Holiday schedule Normal	Normal Time Decal Time Decal
Sunday or Monday holiday Saturday Sunday Monday	Limited None None	Normal Normal Holiday schedule	Normal None None	Normal None None	Normal None None	Normal Normal Holiday schedule	Normal Time Decal [1] Time Decal [1]
Tuesday, Wednesday, or Thursday holiday Preceding Day Holiday	Normal None	Normal Holiday schedule	Normal None	Normal None	Normal None	Normal Holiday schedule	Normal Time Decal

B. Holidays Not Widely Observed

(All Monday Holidays: Columbus Day, Dr. Martin Luther King, Jr., Day, Memorial Day, Washington's Birthday)

	Window	Post Office Box	Firm Call	Delivery			Collection
				Business	Residential	Special delivery	
Saturday Sunday Monday	Normal None Limited	Normal Normal Sunday schedule	Normal None Limited	Normal None None	Normal None None	Normal Normal Holiday schedule	Normal Time Decal [1] Time Decal [1]

Note: Exceptions for service reasons must be approved by the Regional Postmaster General.

1 When a holiday is observed on Monday, and no residential collection is scheduled on Sunday, a full residential collection may be provided on the Monday holiday, where local management is convinced there is a need.

Definition of terms:
Normal - Service normally provided on that particular day of the week.
Residential collection - Boxes collected by carrier serving in those areas on normal delivery days as scheduled.
Time decal - Collections from boxes with *Last Pickup* time decals identifying the boxes.
Limited - Service adjusted to meet the limited needs of the community on that particular day.

Exhibit 113.66 Holiday Service Levels

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21575** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

011018	101802	282125	334028	452339	601651	701437	902451	954212
018114	112001	282187	335034	460006	602015	705002	902452	958131
019030	112004	283093	335189	462211	605503	731220	910210	958139
021016	112143	283096	339301	462213	612021	770219	913300	958154
021147	112197	283111	372195	462215	616035	770401	917553	981510
021188	113083	283124	374102	464010	616036	770544	917556	981611
021321	114107	292146	392120	464065	616037	770601	917562	992157
021500	117204	303637	405072	478008	616038	770783	924071	997120
021501	117259	314536	405075	489029	616039	782199	924077	
069219	165032	331573	415002	520023	616040	782251	924103	
069241	198036	333252	430008	537024	625002	797132	926658	
080016	200381	333349	452267	600372	631185	846013	926722	
080112	200392	333367	452303	601083	631329	850329	926825	
101162	200426	333708	452328	601379	641073	882074	945285	
101516	223053	333740	452333	601406	641523	902437	954076	

—Marketing Dept., 7–24–86.

ITEM 01241B, TRANSPARENT PLASTIC ENVELOPE

Item 01241B is a transparent, plastic envelope recently enlarged to 8½″ × 11″ to accommodate standard letter paper. Item 01241B must be used in all postal vehicles; use of this form is optional in administrative cars and passenger-type cars hauling mail.

The area supply centers still have a supply of the small (8″ × 10½″) version of Item 01241B. Instead of destroying the small envelopes, use them and the larger size envelope when it is available to weatherproof Item 087–M, *Vehicle Accident Report Kit*, and Form 4533, *MVS Schedule*, (trim to fit). Protect Item 087–M and Form 4533 in vehicles being washed or where dampness is a problem.

The area supply centers will continue to supply the small version of Item 01241B until the new larger size is available. **A future *Postal Bulletin* notice will announce when the new (8½″ × 11″) Item 01241B may be ordered.**

—Delivery Services Dept., 7–24–86.

DOMESTIC ORDERS

False Representation/Lottery. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
IL, Chicago 60654–3243	Robert Thompson and Jean Thompson, P.O. Box 3243.	A promotion known as The American Way Free Enterprise System.
CT, Greenwich 06836–0000	Nutra-Cal, 270 Greenwich Avenue	Sale of Nutra-Cal.
CT, Greenwich 06836–2550	Nutra-Cal, P.O. Box 2550	Sale of Nutra-Cal.

—Judicial Officer, 7–24–86.

Pile sacks evenly to avoid damage and to conserve space

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21575 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
271 186 6453 to 6463
279 022 5467 to 5499
280 255 8618 to 8647
280 619 5719 to 5732
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
301 424 3477 to 3499
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 389 9242 to 9299
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
365 842 7960 to 7999
365 997 7565 to 7699
366 205 2072 to 2099
366 772 6702 to 6799
366 998 7669 to 7681
367 303 6006 to 6099
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
368 371 3923 to 3999
369 718 3783 to 3799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
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PENALTY FOR PRIVATE USE TO
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FIRST-CLASS

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POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo./Yr.)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

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21577

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

PB 21577—July 31, 1986—12 Pages

Accountbooks and Statements of Account for PFY 1987

Field divisions and management sectional centers (MSCs) will be responsible for ordering PFY 1987 Accountbooks and Statements of Account for their associate offices. Each field division/MSC is to order enough forms from their area supply center to meet the needs of their associate offices.

An Accountbook consists of either Forms 1551 A–E (CAG A–J) or Forms 1552 A–F (CAG K&L) banded or shrink wrapped as a set. Forms 1553, *Statement of Account* (CAG K&L), and Forms 1554, *Statement of Account* (CAG H&J), are banded or shrink wrapped in sets of 20 forms. Forms 1555, *Statement of Account* (CAG A–G), are in sets of 60 forms.

Field divisions/MSCs are to order these forms from their area supply center as follows:

1. All orders must be received by the supply centers no later than August 8, 1986;
2. Complete a Form 7380, *Supply Center Requisition,* for your forms requirements *only.* Do not include any other orders on this requisition;
3. Order form quantities by number of sets, *not* by total number of individual forms;
4. Total the number of offices in CAGs A–J and order one set of Forms 1551 A–E for each office;
5. Total the number of offices in CAGs K&L and order one set of Forms 1552 A–F for each office;
6. Total the number of offices in CAGs K&L and order one set (20 forms) of Forms 1553 for each office;
7. Total the number of offices in CAGs H&J and order one set (20 forms) of Forms 1554 for each office;
8. Total the number of offices in CAGs A–G and order one set (60 forms) of Forms 1555 for each office; and
9. Mark on the outside of the order envelope "Special Distribution of Accounting Forms".

Do not order more forms than needed. Supply centers will round quantities to the next full carton. This should provide a safe cushion of extra forms.

If you have extra forms, provide the region with the number of extra forms in case other offices are in short supply. If you are short of forms, request additional quantities through your region.—*Dept. of the Controller, 7–31–86.*

Equipment Inventory Reporting System (EIRS)—Cancellation of Circuits 800–392–2613, 800–325–2691 and 314–421–6468

Effective August 1, 1986, the Equipment Inventory Reporting System (EIRS) will be switching to alternative telecommunications access. The following circuits will be canceled as of midnight ***July 31, 1986:*** 800–392–2613, 800–325–2691, 314–421–6468. All users of these circuits for communication purposes to a postal data center must contact St. Louis Postal Data Center, Customer Support Branch at (314) 425–5412 prior to July 31, 1986 to obtain instructions on proper means of access to the postal data center network. All EIRS users who have *not* received instructions for telecommunication access by July 31, 1986 should contact the Mail Transport Equipment Division at USPS Headquarters in Washington, DC. All other users must contact St. Louis Postal Data Center, Customer Support Branch at 314–425–5412 for more information on accessing the Postal Data Center network.

—*Mail Processing Dept., 7–31–86.*

Attach Return Receipts next to address of destination on numbered insured parcels

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P1.3:

NON-FOREIGN PER DIEM RATE CHANGES

Changes in per diem rates prescribed for official travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States effective July 1, 1986.

Locality	Maximum rate
Alaska:	
Adak [1]	$19.00
Anaktuvuk Pass	140.00
Anchorage	122.00
Atqasuk	215.00
Barrow	144.00
Bethel	124.00
Cold Bay	120.00
Coldfoot	122.00
College	105.00
Cordova	113.00
Deadhorse	113.00
Dillingham	114.00
Dutch Harbor-Unalaska	105.00
Eielson AFB	105.00
Elmendorf	122.00
Fairbanks	105.00
Ft. Richardson	122.00
Ft. Wainwright	105.00
Juneau	109.00
*Katmai National Park [4]	148.00
Kenai	119.00
Ketchikan	113.00
*King Salmon [3]	134.00
Kodiak	110.00
Kotzebue [3]	126.00
Murphy Dome [3]	105.00
Noatak	126.00
Nome	136.00
Noorvik	126.00
Petersburg	113.00
Point Hope	160.00
Point Lay	179.00
Prudhoe Bay	113.00
Sand Point	103.00
Shemya AFB [3]	30.00
Shungnak	126.00
Sitka-Mt. Edgecombe	113.00
Skagway	113.00
Spruce Cape	110.00
St. Mary's	100.00
Tanana	136.00
Valdez	136.00
Wainwright	165.00
Wrangell	113.00
Yakutat	100.00
All Other Localities [3]	91.00
American Samoa	81.00
Guam M.I.	93.00
Hawaii:	
Hawaii, Island of:	
Hilo	59.00
Other	84.00
Oahu, Island of	98.00
All Other Islands	84.00
Johnston Atoll [2]	23.00
Midway Islands [1]	13.00

Locality	Maximum rate
Puerto Rico:	
Bayamon:	
12–16—5–15	$132.00
5–16—12–15	105.00
Carolina:	
12–16—5–15	132.00
5–16—12–15	105.00
Fajardo (Incl Luquillo):	
12–16—5–15	132.00
5–16—12–15	105.00
Ft. Buchanan (Incl GSA Service Center, Guaynabo):	
12–16—5–15	132.00
5–16—12–15	105.00
Ponce (Incl Ft. Allen NCS)	99.00
Roosevelt Roads:	
12–16—5–15	132.00
5–16—12–15	105.00
Sabana Seca:	
12–16—5–15	132.00
5–16—12–15	105.00
San Juan (Incl San Juan Coast Guard Units):	
12–16—5–15	132.00
5–16—12–15	105.00
All Other Localities	111.00
Virgin Islands of U.S.:	
12–1—4–30	126.00
5–1—11–30	112.00
Wake Island [2]	20.00
All Other Localities	20.00

[1] Commercial facilities are not available. The per diem rate covers charges for meals in available facilities plus an additional allowance for incidental expenses and will be increased by the amount paid for Government quarters by the traveler. For Adak, Alaska—when Government quarters are not utilized, and quarters are obtained at the Simone Construction, Inc. camp, a daily travel per diem allowance of $71.50 is prescribed to cover the cost of lodging, meals and incidental expenses at this facility.

[2] Commercial facilities are not available. Only Government-owned and contractor operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meals and incidental expenses.

[3] On any day when U.S. Government or contractor quarters and U.S. Government or contractor messing facilities are used, a per diem rate of $13 is prescribed to cover meals and incidental expenses at Shemya AFB and the following Air Force Stations: Cape Lisburne, Cape Newenham, Cape Romanzof, Clear, Fort Yukon, Galena, Indian Mountain, King Salmon, Sparrevohn, Tatalina and Tin City. This rate will be increased by the amount paid for U.S. Government or contractor quarters and by $4 for each meal procured at a commercial facility. The rates of per diem prescribed herein apply from 0001 on the day after arrival through 2400 on the day prior to the day of departure.

[4] Effective June 1, 1986.

*Indicates a new locality or change in maximum rate.

—Dept. of the Controller, 7–31–86.

Pile sacks evenly to avoid damage and to conserve space

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employees to read.

Vendor	Street Address	City	State	ZIP + 4
A&M Fire & Safety Supply	P.O. Box 4425	Butte	MT	59702-4425
American Eagle Uniforms, Inc.	7913 S.W. Nimbus Ave	Beaverton	OR	97005-6436
Athletic Attic	511 Valley Mall Pkwy	E. Wenatchee	WA	98801-4844
Blue Water Uniform	Stadium Center 1295 24th St.	Port Huron	MI	48060-4812
Blunt, DeWitt	8600 N. West Ln	Stockton	CA	95210-2216
Brown's Shoe Repair	904 E. Ash St	Springfield	IL	62703-3534
Central Boot and Western Wear, Inc.	210 W. Baker	Brownwood	TX	76801-2913
Dave's Foot-So-Port Shoes	112 5th Ave. N	LaCrosse	WI	54601-3370
Deardorff Fire & Police Eqpt	Rt. 7, Box 360	Athens	OH	45701-9447
Dot's Uniform Shop	5–A First St. S.E	Minot	ND	58701-5801
Doug's Army & Navy	269 W. Middle Tpke	Manchester	CT	06040-3834
Farr's	Center Square	Easton	PA	18042-0000
First Class Uniforms	813 E. Baltimore St	Baltimore	MD	21202-4729
Fleet Feet Sports	132 E St., Ste. 2–A	Davis	CA	95616-4666
Hackettstown Army and Navy Store.	166 Main St	Hackettstown	NJ	07840-2041
Jerry's of Lynn, Inc	48–52 Munroe St., P.O. Box 612.	Lynn	MA	01903-0712
Jerry's Sports	1126 Soquel Ave	Santa Cruz	CA	95062-2106
Jewell Uniforms	147 W. Main St	Dudley	MA	01570-3817
Johnny's New and Used Work Uniforms.	706 N. 35th Ave	Phoenix	AZ	85009-3329
Ken's Shoes	107 Passons Rd	Red Bank	TN	37415-1319
Kohlsdorf's Quality Corner, Inc.	13 Circle	Zeigler	IL	62999-1199
Manchester Mfgs. Inc	P.O. Box 27131	Columbus	OH	43227-0131
Martin's Shoes	1823 Chester Ave	Bakersfield	CA	93301-4415
Mickey's Army-Navy Store	239 Main Ave., S.W	Warren	OH	44481-1081
Model-Paris	714 E. Hickory	Streator	IL	61364-2329
Mr. D's Shoes	116 North Side Square	Macomb	IL	61455-0000
Mr. Man, Inc	17093 Valley Blvd	Fontana	CA	92335-6810
Mr. Shoe	24 W. 2nd Ave	Lexington	NC	27292-3350
Nature's Comfort	271 S. Main St	Providence	RI	02903-2910
Nelson's Shoes	420 Watchung Ave	Plainfield	NJ	07060-4917
Pekin Economy Shoe Store	357 Court St	Pekin	IL	61554-3234
R&R Uniforms of Oregon, Inc	1430 S.E. Powell Blvd	Portland	OR	97202-2348
Red Wing Shoe Store	250 S. Main St	Middleton	MA	01949-2437
Red Wing Shoe Store	4312 St. Barnabas Rd	Temple Hills	MD	20748-1834
Red Wing Shoe Store	Cottage Grove Shop. Ctr., 8118 Hadley Ave. S.	Cottage Grove	MN	55016-2665
Riggs Enterprises	P.O. Box 2409	Carson City	NV	89702-2409
Run-In-Room/Weinert's	36 North St	Middletown	NY	10940-5011
Saco, Inc	124 Market St	Kittanning	PA	16201-1503
Shawnee Trails	222 W. Freeman	Carbondale	IL	62901-2809
Shoes N' Such	18 S. Federal	Mason City	IA	50401-3728
Sikes Sporting Goods	207 N. New Madrid, P.O. Box 278.	Sikeston	MO	63801-0278
Skip's Boot and Saddle Repair.	918 Lake Ave	Gothenburg	NE	69138-1944
Small's Clothing	212 N. Main	Mitchell	SD	57301-3418

READEX FICHE best copy available

UNIFORM PROGRAM—LICENSED VENDOR LISTING—Continued

Vendor	Street Address	City	State	ZIP + 4
Special Ladies Maternity Shop.	Sagewood Mall	Alice	TX	78332–0000
Specialty Outfitting	121 E. Main St	Monroe	WA	98272–1505
Style-Rite Uniform Co	P.O. Box 1526	Lewisville	TX	75067–1526
Swag's Athletic Footwear	Auburndale Shop. Ctr., 7415 Old 3rd St. Rd.	Louisville	KY	40214–4361
Swanson's Surplus Store	215 W. Lincoln	Fergus Falls	MN	56537–2124
Uniform House	4001 Canfield	Boise	ID	83706–5911
Uniform Mfg. Inc	P.O. Box 5336	W. Bloomfield	MI	48033–0407
Uniforms Plus	405–G West Loop 281	Longview	TX	75604–2927
Vic's Shoe Repair and Boot Store.	4396 North Trail	Naples	FL	33940–0000
Workware Uniform Center	Rt. 9, White City East	Shrewsbury	MA	01545–0000
700 Shop	7th and Philadelphia Sts	Indiana	PA	15701–0000
700 Shop	117 Market St	Kittanning	PA	16201–1520

—Labor Relations Dept., 7–31–86.

DMM Revision

Nonmailable Matter

Make a pen and ink revision in your current DOMESTIC MAIL MANUAL (DMM) 123.563 changing Postal Inspector-in-Charge to Regional Chief Inspector as shown below.

Effective immediately, the DMM is revised as follows:

123 Nonmailable Matter—Written, Printed and Graphic

* * * * *

123.5 Sexually Oriented Advertisements

* * * * *

.563 A person who wishes to report that he has received an unsolicited sexually oriented advertisement after his name and address have been on the List for more than 30 days should submit the entire mail piece, including the envelope or other wrapper, to any postmaster. The mail piece must have been opened by the addressee. When submitting the mail piece, the addressee must endorse the envelope or other wrapper and also the contents thereof in substance as follows: "I received this mail piece on (date)", and sign the statement. He should also state the identifying number appearing on his application if it is known to him (see 123.521). The postmaster of the installation to which the mail piece is submitted shall send it without delay to the Regional Chief Inspector who has geographical jurisdiction over the address of the mailer.

This change will be included in a future issue of the DMM.—*Inspection Service, 7–31–86.*

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs must not request them without application by the sponsors:

Cancellations	Period of use
Conquer Cystic Fibrosis	September 1 to September 30, 1986.
Employ the Handicapped	October 1 to October 31, 1986.
Give the United Way	September 15 to November 15, 1986.
Stamp Collecting (various messages).	September 1 to October 31, 1986.
Peace Corps	September 1 to October 31, 1986.

—Rates & Classification Dept., 7–31–86.

Notice 130, *Warning of Illegal Drugs Through the Mails* and Notice 71, *Bombs by Mail*

Notice 130, *Warning of Illegal Drugs Through the Mails,* and Notice 71, *Bombs by Mail,* are now available in the supply centers. Only postal managers and Inspectors may order Notice 130, only Inspectors-in-Charge may order Notice 71; use Form 7380, *Supply Center Requisition.*

—Inspection Service, 7–31–86.

Copyright material has been deleted; not available for Microfiche Edition.

Issue Date: August 20, 1986
First Day City: Anchorage, Alaska
Designer: Lou Nolan, McLean, Virginia
Art Director: Derry Noyes, Design Coordinator for the Citizens Stamp Advisory Committee
Typographer: Bradbury Thompson
Engravers: Edward P. Archer (vignette)
Gary J. Slaght (lettering)
Michael Ryan (numerals)
of the Bureau of Engraving and Printing
Process: Intaglio
Color: Blue
Image Area: 0.71 x 0.82 inches or 18.03 mm x 20.82 mm
Plate Number: Single digit (on every 52nd stamp)
Stamps per Coil: 100

Dog Sled Regular Stamp

An Alaskan dog sled will be the subject of a 17-cent coil stamp to be issued August 20 in Anchorage, Alaska. The denomination represents the rate for the second ounce of First-Class Mail, and the stamp will replace the 17-cent Electric Auto coil stamp issued in 1982.

Initially, the Dog Sled stamp will be produced only in coils of 100, since adequate supplies of the Electric Auto stamp remain in coils of 500 and 3,000. When those supplies are depleted, the Dog Sled stamp will be issued in coils of 500 and 3,000 as well. There will be no precanceled version.

The stamp's design was prepared in pen and ink and features a frontal view of a sled shown without reins or traces. It is probable that the earliest types of sleds were used in the Middle East to haul materials over bare ground. Today, they are still found in many parts of the world where snow-covered terrain limits other forms of transportation.

In North America, they were first used by the Eskimos, who fashioned wood, bone and rawhide into sleds that were both lightweight and durable. Because of their loyalty and strength, dogs are most often used to haul sleds over snow. Pulled by a team of Alaskan huskies, dog sleds can transport up to 1,000 pounds across hundreds of miles of glacial terrain.

Over the years, dog sleds have been put to a large number of uses, including mail delivery. And as a sport, dog sledding continues to grow in popularity, as events like the 1,049-mile Iditarod Sled Dog Trail Race provide drivers with a unique opportunity to test their skills and the endurance of their teams in fierce competition with both opponents and environment.

Procedures for ordering first day cancellations are as follows:

Customers affixing stamps: Customers are encouraged to purchase the Dog Sled stamps and affix them to their envelopes. Covers bearing customer-affixed stamps will be given preferential service. The Dog Sled stamp may be purchased at all authorized philatelic centers. However, it may not be available at many post offices without dedicated philatelic outlets.

At least five cents additional postage must be affixed to meet the First-Class letter rate. Uncanceled stamps issued prior to August 25 may be used for that purpose. Envelopes should be addressed on the right side at least ⅝ of an inch from the bottom, and stamps should be affixed in the upper right corner approximately ¼ inch from the top and right edges. Requests must be postmarked by September 19 and addressed to CUSTOMER-AFFIXED ENVELOPES, DOG SLED STAMP, POSTMASTER, ANCHORAGE, AK 99502–9991. No remittance is required.

Postal Service affixing stamps: Except for affixing stamps and addressing orders, follow the procedures above. The Postal Service will use one Dog Sled stamp with one five-cent Motorcycle stamp to meet the First-Class rate. Personal checks in the exact amount will be accepted up to the limit of 50 covers. Orders should be postmarked by September 19 and addressed to DOG SLED STAMP, POSTMASTER, ANCHORAGE, AK 99502–9992.

A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–21
Remove after September 19

PLEASE POST ON BULLETIN BOARD

FOURTH-CLASS MAIL ENDORSED "ADDRESS CORRECTION REQUESTED"

Large mailers have informed the Postal Service that fourth-class catalogs endorsed "Address Correction Requested" are sometimes mishandled when they are undeliverable as addressed. Mail forwarding and delivery employees should be familiar with the fourth-class forwarding regulations in DOMESTIC MAIL MANUAL Exhibit 159.151f, as revised in POSTAL BULLETIN 21549, p. 10, January 16, 1986. That exhibit is reprinted below.

Exhibit 159.151f—Treatment of Undeliverable Fourth-Class Mail Including Parcel Post (Forwarded Up to 12 Months)

Mailer Endorsement	USPS Action
No Endorsement	Forward locally at no charge; forward out of town only if addressee guaranteed postage. If undeliverable or addressee refuses to pay postage, return mailpiece with new address or reason for nondelivery; charge both forwarding (where attempted) and return postage.
Do Not Forward	No forwarding or return service is provided.
Address Correction Requested	Forward locally at no charge; forward out of town only if addressee guaranteed postage. If forwarded, provide a separate address correction notice; charge address correction fee. If mailpiece is undeliverable, return it to sender with reason for nondelivery; charge the appropriate single-piece fourth-class rate.
Forwarding and Return Postage Guaranteed.	Forward locally at no charge, forward out of town only if addressee guaranteed postage. If undeliverable or addressee refused to pay postage, return to mailer with new address or reason for nondelivery; charge both the forwarding (where attempted) and return postage.
Forwarding and Return Postage Guaranteed, Address Correction Requested.**	Forward locally at no charge; forward out of town only if addressee guaranteed postage. Provide separate address correction to mailer; charge address correction fee. If mail is not forwardable, return the entire mailpiece with reason for nondelivery; charge the appropriate single piece fourth-class rate.
Do Not Forward, Address Correction Requested, Return Postage Guaranteed.***	Do Not Forward. Return entire mailpiece with the new address or reason for nondelivery; charge the appropriate single piece fourth-class rate.

**The authorized abbreviation for this endorsement is *FWD & RET Postage Guaranteed—ACR.*
***The authorized abbreviation for this endorsement is *Do Not Forward—ACR–RPG.*

Notes:
These regulations apply to mail associated with a customer's change of address. Do *not* provide *temporary* change of address information at any time.
The following endorsements or their variations are not authorized for third-class mail:
Forwarding and Address Correction Requested.
Return Postage Guaranteed

—Delivery Services Dept., 7–31–86.

Pile sacks evenly to avoid damage and to conserve space

All Personnel Processing Mail For Dispatch Abroad

FOREIGN ORDER NO. 169

Keep all foreign order notices for use as reference.

Tentative Orders. A tentative *Lottery Order* has been issued against the following:

Kenaston International
P.O. Box 58389
1360 S.W. Marine Drive
and
Harry Lloyd
P.O. Box 58389
1360 S.W. Marine Drive
Vancouver, B.C.

The Canadian Express Club (C.E.C.)
P.O. Box 755
Station A
Toronto, Ontario

Final Orders. The tentative *Lottery Order* issued against the following has become final:

CANADA

Kenaston International
P.O. Box 23800
and
Nina Heller
P.O. Box 23800
Vancouver A.M.F., B.C.

CANADA—Continued

Belmont International Marketing
P.O. Box 48808, Dept. 533
Bentall Centre
Vancouver, B.C.

Lucky Strike Properties Ltd.
Suite 405
5519 6th Street, SE
Calgary, Alberta

Win$Mill
P.O. Box 48630
Bentall Centre
Vancouver, B.C.

Empress Marketing
P.O. Box 65780
2160 Commercial Drive
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 7–31–86.*

Interest Rate—Contract Claims

Publication 41, POSTAL CONTRACTING MANUAL, 1–313(h), states the interest rate payable on a claim decided in a contractor's favor (under the Contract Disputes Act of 1978) will be published periodically in the POSTAL BULLETIN.

The interest rate effective for July 1, 1986, through December 31, 1986, is **8.5** percent.

—*Procurement & Supply Dept., 7–31–86.*

Notice 25, *Postal A/P Planning Schedule*

Notice 25, *Postal Accounting Period Planning Schedule,* will be printed this year at Headquarters and distributed to all field offices. Notice 25 will not be distributed until early September. If you have not received your copies or require additional copies, wait until Sept. 20 before contacting your supply center.—*Dept. of the Controller, 7–31–86.*

PREVENT THEFT

REPORT SUSPICIOUS LOITERERS TO POLICE

17-CENT DOG SLED REGULAR COIL STAMP

The 17-cent Dog Sled regular coil stamp will be placed on sale August 20, 1986, in Anchorage, Alaska. This stamp, which replaces the 17-cent Electric Car stamp, meets the rate for the second ounce and each additional ounce of First-Class Mail.

Do Not Sell Before August 21, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in coils of 100.

Supply. An automatic distribution of the coils of 100 will be made to post offices with authorized philatelic centers. Note: Because of an ample supply of 17-cent Electric Car stamps in coils of 500 and 3,000, initial production of the Dog Sled stamp will be in coils of 100 only. The automatic distribution is based on the Bureau of Engraving and Printing's four-position schedule for a 50-subject commemorative stamp. Accordingly, the quantities of coils to be furnished are as follows:

Offices receiving four position stock in these quantities	Will receive coils in these quantities
20,000	50
40,000	100
125,000	200
250,000	800

Bulk Quantities. Post offices with 950 or more revenue units requiring this stamp should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities,* to the Bureau of Engraving and Printing, using ***item number 746.*** Requisitions must be submitted in the standard ordering quantities for coils of 100 stamps to the maximum of 24,000 coils per requisition. Requisitions currently at the Bureau of Engraving and Printing for item 769, the 17-cent Electric Car coil of 100, will be converted to the 17-cent Dog Sled.

Less-Than-Bulk Quantities. All other post offices requiring these stamps should requisition them immediately from their designated stamp distribution offices on separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—Marketing Dept., 7–31–86.

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

EVERYONE*
IS IMPORTANT
Getting the mail out is a team effort.
Don't let the ball drop.
UNITED STATES POSTAL SERVICE
U.S. MAIL

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21576** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

011018	101872	208053	334037	405076	600213	712144	782251	924071
018115	101938	208063	334042	410022	600372	713040	787273	924077
021016	105019	209005	335019	415002	601054	731220	794088	926658
021081	105031	212233	335034	430008	601083	731287	797132	926722
021147	105032	212256	335048	432208	601233	741410	801028	926740
021159	105033	220109	335055	436069	601241	750111	802032	926866
021188	105034	221065	335077	441425	601372	750668	802505	926872
021222	112001	221080	335086	441466	601379	752522	841109	927304
021259	112004	221100	335111	451023	601406	757122	841189	927373
021321	112143	222105	335174	452056	601604	760274	841212	931888
021325	112197	223053	335189	452057	601651	760337	846013	931937
021368	113059	232100	335197	452276	602015	761278	850329	931950
021455	113083	232117	335253	452328	602025	770084	850447	937201
021462	114107	281046	335283	452339	605503	770123	850449	937205
021500	117146	282125	335315	454110	607099	770200	856014	940281
021559	117151	282181	335361	454132	607570	770272	882074	941145
023024	117204	282187	335571	454146	607597	770283	901405	941307
023027	117235	282208	336108	460006	607637	770377	901513	941350
024013	117253	283093	336111	461006	612021	770426	902391	945246
030631	117259	283096	336139	462191	616035	770501	902400	948030
060033	117347	283111	336193	462211	616036	770512	902437	950169
066060	117368	283124	336259	462213	616037	770526	902451	954076
066080	125007	292146	336308	462215	616038	770544	902452	954212
069241	139007	303586	336413	464010	616039	770592	907221	958131
069264	139008	303611	336602	464065	616040	770657	910210	958139
070574	139014	303637	336626	468072	625002	770710	913135	958154
073032	139015	314543	336852	468077	631329	770770	913300	959007
077511	139016	325078	337060	480335	631349	770783	913327	960014
079376	146027	327081	337074	486032	641073	770842	913382	968226
080004	152167	328117	337096	486053	641209	772158	913424	981422
080011	165032	328130	338106	489029	641257	772159	913451	981482
080016	191321	328164	338107	489034	641523	772160	913454	981503
080112	191405	328168	339301	503149	658129	772161	913483	981510
100415	191431	331146	372195	520023	664100	772162	917135	981548
100749	191435	331183	372196	523007	666101	772163	917518	981611
101162	191460	331303	374102	537024	674100	772164	917553	984061
101218	191506	331487	402176	554540	681204	772165	917556	992157
101283	198036	331529	405054	554543	701437	772166	917562	997120
101516	200392	331573	405063	577032	705006	773060	917567	
101587	207023	331582	405064	591150	705008	780051	917666	
101724	207081	331626	405072	597500	708259	782199	918001	
101802	207083	334028	405075	600032	711276	782229	924064	

—Marketing Dept., 7–31–86.

A motorist should always drive so that his license will expire before he does!

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition*, to the Eastern Area Supply Center, Somerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21578

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

AUG 20 1986

PB 21578—August 7, 1986—16 Pages

U. S. GOVT. PUBS.
DEPOSITORY, 376

DMM Revision

Absentee Balloting Material

The current format of the address side of absentee balloting materials prevents machine processing. Also, some post offices inappropriately return absentee balloting materials to the sender as unpaid mail. DO NOT detain absentee balloting materials or treat them as unpaid mail. Postmasters should continue to accept envelopes with the old format to allow the depletion of existing stocks.

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 137.34 is revised to (1) require that absentee balloting materials should meet the addressing guidelines in DMM 122.3 and (2) emphasize that postage is not required on these materials.

The DMM is revised as follows:

137 Official Mail

* * * * *

137.3 Absentee Balloting Materials

* * * * *

.34 Required Markings

.341 Envelopes. Envelopes used to send balloting material and envelopes supplied for return of the ballots must have printed across the face the words OFFICIAL ABSENTEE BALLOTING MATERIAL—FIRST-CLASS MAIL (or similar language prescribed by State law) in a rectangular box. Immediately below there must be printed the words NO POSTAGE NECESSARY IN THE U.S. MAILS—DMM 137.3. In the upper right corner of the envelope, in a rectangular box, the words U.S. POSTAGE PAID 42 USC 1973dd must be printed. An appropriate inscription or blank spaces for the return address of the sender must be shown in the upper left corner (see Exhibit 137.341). See Exhibits on page 3.

.342 Post Cards. The Federal voting registration post card application must be approximately 5 × 8 inches in size. The design shown in Exhibit 137.342 must be printed on the address side of the card.

.343 Facing Identification Marks. Facing identification marks (FIM) must be printed on the address side of envelopes and cards in accordance with specifications in Publication 12.

These changes will be incorporated in a future revision to the DMM.

—Rates & Classification Dept., 8–7–86.

Interim Instructions

Fatal/Serious Accident Reporting Procedures

Effective immediately, within 24 hours of any fatal or serious accident involving employees or customers, Field Division General Managers/Postmasters must prepare a 12-point preliminary report. See EMPLOYEE and LABOR RELATIONS MANUAL (ELM) 822.1 and 822.2 for the criteria defining the types of reportable accidents and the report format. The preliminary report must then be sent by telecommunications (TWX) to the Regional Postmaster General, the Assistant Postmaster General, Employee Relations Department, Headquarters, and to the Director, Office of Safety and Health, Headquarters.—*Employee Relations Dept., 8–7–86.*

DMM Revision

APO/FPO Mailing Restrictions

Please make the following changes to DOMESTIC MAIL MANUAL (DMM) Exhibit 125.2, *Conditions Applied to Mail Addressed to Military Post Offices Overseas*:

APO/FPO **09587–3937,** New York, NY, USCGC Seneca (WMEC–906), mailing address only (MAO). Effective September 1, 1986, active with no mailing restrictions.

All acceptance units must be notified of these changes which will be incorporated into a future revision to the DMM.

—Mail Processing Dept., 8–7–86.

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PI. 3:

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 170

Keep all foreign order notices for use as reference.

Final Orders. The tentative *Lottery Orders* issued against the following have become final:

CANADA

Central Marketing
P.O. Box 4500
Postal Station A
3449 Saanich Road
and
Paula Doyle
P.O. Box 4500
Postal Station A
3449 Saanich Road
Victoria, B.C.

Can Win
P.O. Box 34220
Station D
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10199-9543. Do not place any endorsement on the mail pieces.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices. —*Judicial Officer. 8–7–86.*

Cautionary Notice

Mail Addressed to APO Miami 34021

APO Miami 34021 is an active military mailing address. According to DOMESTIC MAIL MANUAL (DMM), Exhibit 125.2, "Conditions Applied to Mail Addressed to Military Post Offices Overseas," only registered mail is *not* acceptable and fruits, animals and living plants are prohibited to APO Miami 34021; Priority, PAL, MOM, and SAM mail are authorized from domestic origins. The appropriate size restrictions appear in the table below:

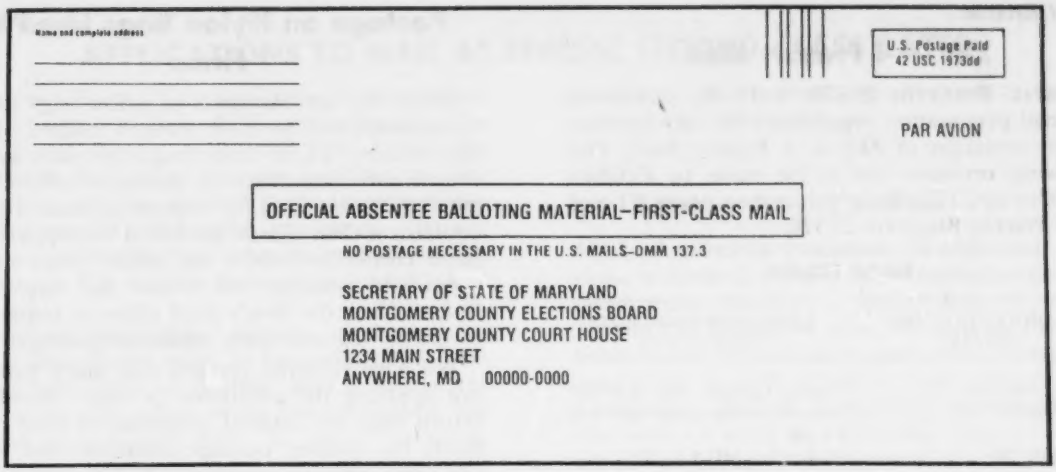
Service category	Weight (pounds)	Dimensions
Priority Mail	70	108 inches in length and girth combined.
Parcel Airlift Mail (PAL).	30	60 inches in length and girth combined.
Space Available Mail (SAM).	15	60 inches in length and girth combined.
Military Ordinary Mail (MOM).	70	100 inches in length and girth combined.

This notice is published because some postal facilities have refused to accept parcels for forwarding to APO 34021. Parcels have been erroneously stamped as oversized mail and, in most cases, incorrectly state that APO 34021 is not eligible to receive parcels at all. To avoid delays and inquiries concerning mail addressed to APO 34021, please call the attention of all acceptance units to this notice.—*Mail Processing Dept., 8–7–86.*

ABSENTEE BALLOTING MATERIALS

★ MUST NOT BE DETAINED OR TREATED AS UNPAID MAIL ★

SEE 137.4, DMM


Name and complete address
U.S. Postage Paid
42 USC 1973dd
PAR AVION
OFFICIAL ABSENTEE BALLOTING MATERIAL–FIRST-CLASS MAIL
NO POSTAGE NECESSARY IN THE U.S. MAILS–DMM 137.3
SECRETARY OF STATE OF MARYLAND
MONTGOMERY COUNTY ELECTIONS BOARD
MONTGOMERY COUNTY COURT HOUSE
1234 MAIN STREET
ANYWHERE, MD 00000-0000

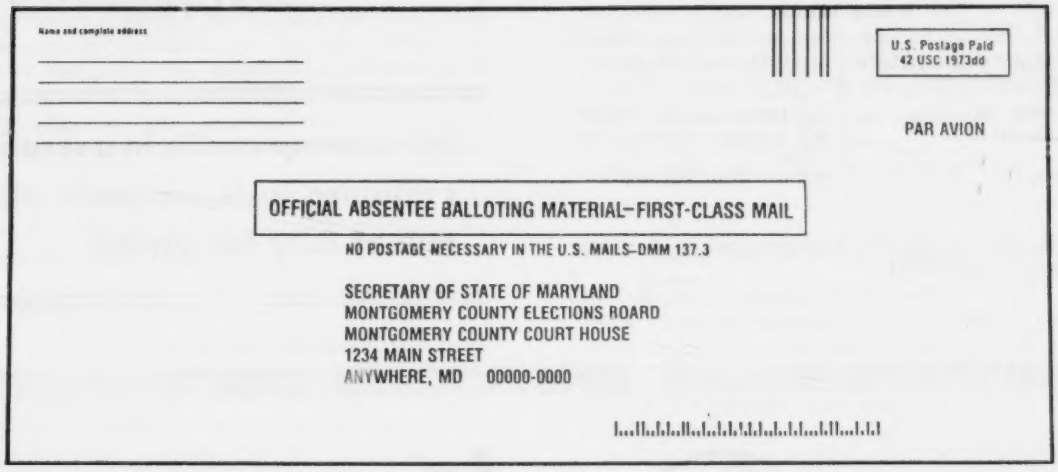

Name and complete address
U.S. Postage Paid
42 USC 1973dd
PAR AVION
OFFICIAL ABSENTEE BALLOTING MATERIAL–FIRST-CLASS MAIL
NO POSTAGE NECESSARY IN THE U.S. MAILS–DMM 137.3
SECRETARY OF STATE OF MARYLAND
MONTGOMERY COUNTY ELECTIONS BOARD
MONTGOMERY COUNTY COURT HOUSE
1234 MAIN STREET
ANYWHERE, MD 00000-0000

Exhibit 137.341—Balloting Materials Envelope Format

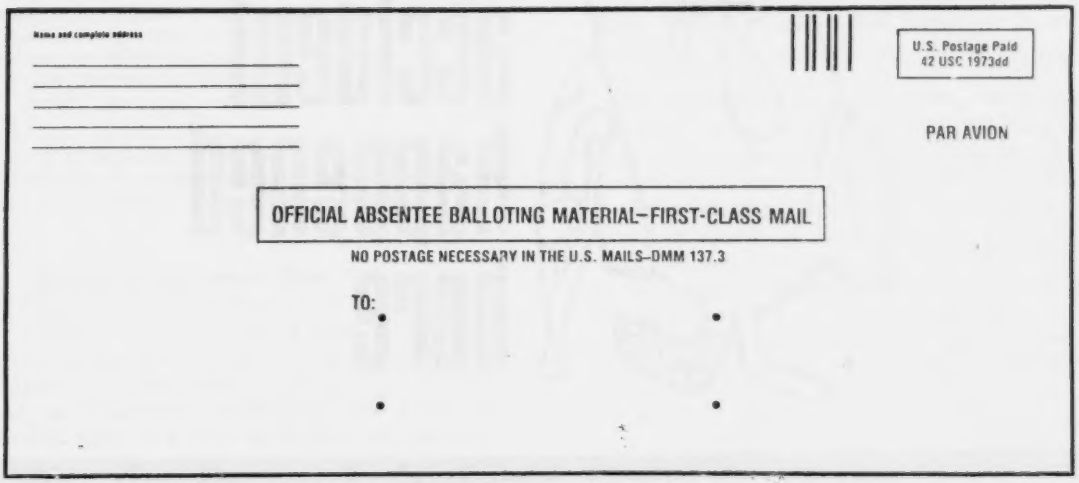


Exhibit 137.342—Federal Voting Registration Post Card Application Format

DMM Revision

ZIP + 4 Presort Mail

POSTAL BULLETIN 21570, 6–12–86, contained the mail preparation regulations for the optional 3-digit sortation of ZIP + 4 Presort Mail. The following revisions are to be made to Exhibits 122.63m and 122.63n which are on pages 21 and 22 of POSTAL BULLETIN 21570:

Exhibit 122.63m

3-DIGIT ZIP CODE PREFIX	LABEL FOR SINGLE ZIP CODED TRAY
Delete: 206–209	Prince Georges, MD 3-D ZIP
Add: 206–207	Southern Maryland, MD 3-D ZIP
Add: 208–209	Suburban, MD 3-D ZIP

Exhibit 122.63n

3-DIGIT ZIP CODE PREFIX	LABEL FOR SCF TRAY
Delete: 206–209	SCF Prince Georges, MD 207
Add: 206–207	SCF Southern Maryland, MD 206
Add: 208–209	SCF Suburban, MD 208

This change will be incorporated in a future revision of the DMM.

—Rates & Classification Dept., 8–7–86.

Postage on Nylon Bags Used by Firms

Firms use various kinds of nylon bags to send correspondence to their branch offices around the country. These same bags are then used to return correspondence to the home office. They are *NOT* to be used for registered mail. The bag contains a clear plastic pocket in the upper right-hand corner to hold a tag which bears the address and postage. To return the bag to the home office, the firm's field office is required to invert the tag and apply additional postage.

We have received reports that many firms are not applying the additional postage. When such return bags are entered, postmasters must review them for proper postage payment and advise noncomplying customers accordingly.

—Rates & Classification Dept., 8–7–86.

Store stamp credits in a security container, safe, or vault after tour of duty has ended.

An accident happened here

DMM Revision

APPLICATIONS TO MAIL AT SPECIAL SECOND-CLASS RATES

A revised Form 3502, *Application for Second-Class Mail Privileges*, and Form 3510, *Application for Additional Entry, Reentry, or Special Rate Request for Second-Class Publication*, are now available at area supply centers. The revised forms provide information regarding the special, classroom, and science of agriculture rate requests as part of the application. Use current forms until your stock is depleted.

Previously, publishers seeking permission to mail at the special rates in section 411.33, DOMESTIC MAIL MANUAL (DMM), filed a written request at the post office where the publication has original second-class entry. In many instances, the requests for special rates failed to include the category the publication was applying under or the necessary evidence to support that the publication actually qualified for the rates being requested. Including the information pertaining to special rates as part of Forms 3502 and 3510 should eliminate the need to return numerous applications for additional supporting information.

Effective immediately, the DMM is revised to reflect the change in application procedures for requesting special rates:

412 Fees

412.1 Application Fees for Second-Class Privileges. The fees to accompany applications for second-class original entry, reentry, additional entry, or for registration as a news agent are:

Kind of Application	Amount
a. Original Entry	$220.00
b. News Agent Registry	35.00
c. Reentry (because of change in title, frequency of issue, office of publication, or other reason)	35.00
d. Additional Entry (Only one is collectible for an application for additional entry even if the additional entry for which application is made modifies another previously approved additional entry.)	60.00

Note: If an application is not approved, no part of the fee is returned to the applicant. No fee is required for special nonprofit, classroom or science of agriculture rates.

* * * * *

423.3 Science of Agriculture Rate. When at least 70 percent of the total number of copies of any second-class publication (other than a requester publication) devoted to promoting the science of agriculture are distributed, during any 12-month period, to subscribers residing in rural areas, the applicable rates in 411.35 or 411.37 may be paid. All copies of the publication distributed by any means for any purpose will be considered in determining whether a publication meets the 70 percent requirement. See 443 for the application procedures for authorization to mail at the science of agriculture rate.

* * * * *

442 Additional Entry Applications

442.1 Application Procedure. If additional entry point is desired, a Form 3510 *Application for Additional Entry, Reentry, or Special Rate Request for Second-Class Publication*, must be filed by the publisher at the original entry post office. A separate application must be filed for each office of additional entry desired. A publisher may apply concurrently for entry at an original entry office and additional office. Two copies of the most recent issue of the publication must accompany the application. These must be marked to show the advertising content as described in 483. Publishers must file an application for additional entry 30 days before mailing at the proposed additional entry office. Postage for mailings presented during the 30-day period must be paid at the First-, third-, or fourth-class postage rates.

* * * * *

443 Applications to Mail at Special Second-Class Rates

443.1 General Application Procedures. A publisher or organization eligible for the special rates as described in 423, may apply for permission to mail at the special rates listed in 411.33, 411.34 and 411.35, by:

a. Submitting a written request when applying for second-class mail privileges on Form 3501;

b. Completing the applicable blocks on Form 3502, *Application for Second-Class Mail Privileges*, at the time the original application is filed;

c. Filing Form 3510, *Application for Additional Entry, Reentry, or Special Rate Request for Second-Class Publication*, after second-class mail privileges have been authorized.

The application or the written request for special rates must be filed by the publisher at the post office where the publication has original second-class entry. The request may be filed jointly with the application for original entry; filed separately at the office of original entry while the application is pending; filed separately at the office of original entry after a publication has been authorized second-class mail privileges.

Note: No fee is required for special nonprofit, classroom or science of agriculture rate requests.

* * * * *

444 Application for Reentry

444.1 Change in Title, Frequency, or Office of Publication. An application for reentry must be

APPLICATIONS TO MAIL AT SPECIAL SECOND-CLASS RATES—Continued

filed on Form 3510, *Application for Additional Entry, Reentry, or Special Rate Request for Second-Class Publication* whenever the name, frequency of issuance, location of the known office of publication, or qualification category (see 422) is changed. When the name or frequency of issuance of a publication is changed, a Form 3510 must be filed at the post office of original entry with two copies of the publication showing the new name or frequency. When the location of the known office of publication is changed, a Form 3510 must be filed at the new mailing office with two copies of the publication showing the name of the new office as the known office of publication. These copies must be marked to show the percentage of advertising as prescribed in 483. A reentry application need not be filed if the known office of publication is moved to a location served by the same post office. An application for reentry is not required when only the ownership of a publication is changed unless the change disqualifies the publication for an entry which was authorized under 422.3.

This change will be incorporated in a future issue of the DMM.

—Rates & Classification Dept., 8–7–86.

DMM Revision

Maximum Thickness for Post Cards

Effective immediately, Section 322.2C, Domestic Mail Manual (DMM), is revised to reflect the maximum thickness for postcards. The DMM is revised as follows:

322 Postal and Postal Cards

* * * * *

322.2 Post Cards

* * * * *

c. A post card must be made of an unfolded and uncreased piece of paper or card stock of approximately the quality and weight of a postal card. The thickness must be uniform and not less than 0.007 of an inch thick ***nor greater than 0.0095 of an inch thick.***

This change will be incorporated in a future issue of the DMM.

—Rates & Classification Dept., 8–7–86.

IMM Reminder

No Parcel Post Insurance to Colombia

Postal employees are reminded that parcel post insurance to Colombia was terminated on January 1, 1986. See POSTAL BULLETIN 21543, 12–5–85, page 10.

Acceptance employees must not offer insurance for parcel post to Colombia. Items which are erroneously accepted and detected in the mailstream must be returned to the sender.

This service change will be reflected in the next issue of the INTERNATIONAL MAIL MANUAL (IMM). In the interim, please delete the insurance table in the country sheet for Colombia in the IMM. *—Rates and Classification Dept., 8–7–86.*

DMM Revision

Use of Drop-Shipment Meters by Federal Agencies

DMM 137.273a is amended, effective immediately, to allow all Federal government agencies to use the drop-shipment meter provisions contained in DMM 144.39.

The revision to the DMM is as follows:

137 Official Mail

* * * * *

137.2 Penalty Mail—Executive and Judicial Officers

* * * * *

.27 Penalty Mail Indicia Formats

* * * * *

.273 Penalty Meters

a. Description. Agencies may use postage meters with a special penalty design, following the procedures described in 144, as modified in 137.273b–k. *Exception:* the provisions of 144.344 and 144.355 are not available to penalty mail postage meter users.

* * * * *

This change will be incorporated into a future revision of the DMM.

—Dept. of the Controller, 8–7–86.

Form 2201 Submission Address

It is important that Forms 2201, *Application for Listing Pursuant to 39 USC 3010,* be submitted correctly. Some postmasters are ERRONEOUSLY mailing the forms to the Office of ADP Management, Finance and Administration Department, Box 677, Washington, DC 20044. Instead, postmasters MUST send Forms 2201 to the CORRECT address as follows:

U.S. Postal Service
Office of Classification & Rate Administration
Attn: Form 2201—Room 8430
Washington, DC 20260–5360

—Rates & Classification Dept., 8–7–86.

DIPLOMATIC POUCHES

DIPLOMATIC POUCHES

The U.S. State Department, by agreement with the Postal Service, moves personal and official State Department mail in special diplomatic pouches. This mail is being mishandled, resulting in delays and missent mail. All personnel handling this mail must be made aware of applicable instructions.

DIRECTIVES

Instructions for the proper handling of diplomatic pouches are contained in Handbooks T–1, International Airmail Exchange Office Procedures, Part 228; T–4, International Surface Mail, Parts 280, 358, 449, and 548; and T–7, Handling, Dispatching, and Transporting Military Mail by Air, Chapter 4.

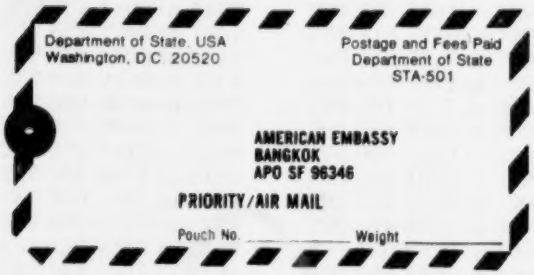
POUCHES

Diplomatic mail is dispatched to civil and military (APO or FPO) addresses in other countries in cloth or canvas pouches which are readily identified by the endorsement "Diplomatic Pouch", and a unique number preceded by a letter such as K, X, B, etc. Most of this equipment is grey or white with a limited number of red or red and white pouches still in use. All diplomatic pouches are sealed with one of several types of seals, the most common of which are lead cord, red plastic, or white nylon with a grey retaining device.

ROUTING

Diplomatic pouches are routed the same as any other air or surface mail to the destination endorsed on the tag. They are entitled to either air or surface service as indicated on the face of the cloth reinforced tag. Pouches intended for airmail handling bear a white cloth tag with red and blue edging endorsed "Airmail" (see Exhibit 1). Pouches intended for surface handling bear a white cloth tag with brown printing and prominently endorsed "Surface" on the face (see Exhibit 2). All State Department tags are labeled on their reverse "United States of America—Department of State, Diplomatic Bag" or "Diplomatic Bag" (see Exhibit 3), page 9 for Exhibits. Under no circumstances will this indicia, on the reverse of the tags, be used to route or return diplomatic pouches to Washington, DC. Only the endorsements on the face of the tag will be used for routing this mail. *DO NOT UNDER ANY CIRCUMSTANCES OPEN DIPLOMATIC POUCHES IN THE POSTAL SERVICE.* If diplomatic pouches are received in postal units without seals, or tags attached, label those belonging to the United States and promptly return to the Department of State, Washington, DC 20520. Label pouches belonging to other governments and send promptly to the Postmaster, Washington, DC 20013, for delivery to the appropriate government representatives.—*Mail Processing Dept., 8–7–86.*

EXHIBIT 1



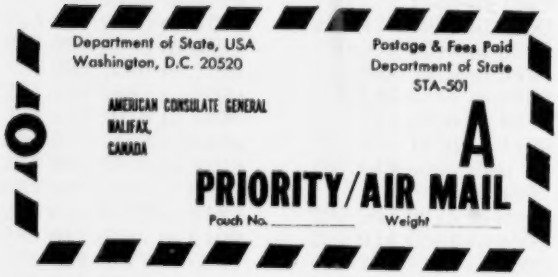


EXHIBIT 2

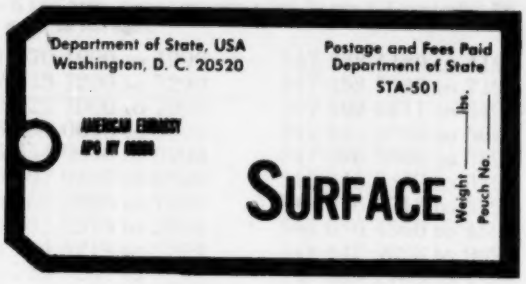
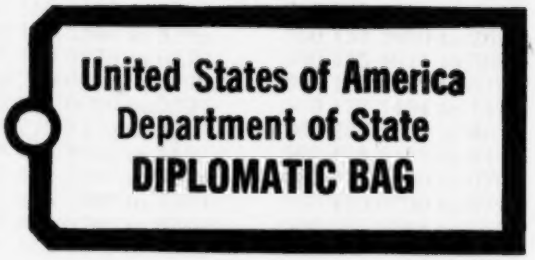
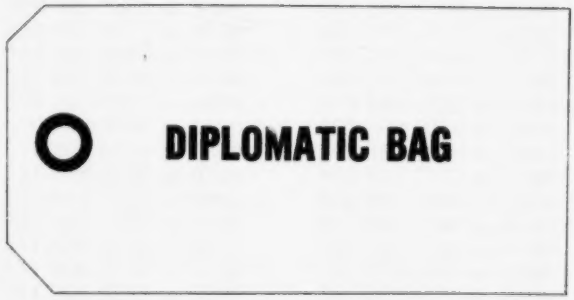
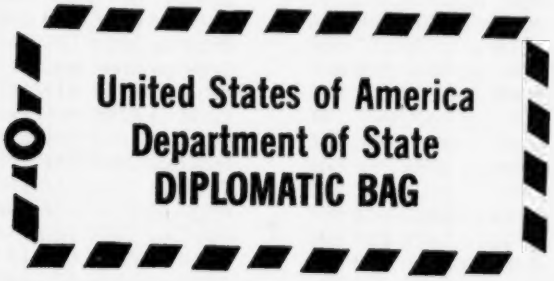


EXHIBIT 3







MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21576 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
271 186 6453 to 6463
279 022 5467 to 5499
280 255 8618 to 8647
280 619 5719 to 5732
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru 297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru 300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
301 424 3477 to 3499
302 000 0000 thru 302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
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340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 389 9242 to 9299
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
364 467 6102 to 6199
364 826 1081 to 1099
365 842 7960 to 7999
365 997 7565 to 7699
366 205 2072 to 2099
366 772 6702 to 6799
366 998 7669 to 7681
367 303 6006 to 6099
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
368 371 3923 to 3999
368 854 6200 to 6299
369 718 3783 to 3799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21577** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

011018	101587	198036	331303	338107	486053	711276	772166	924071
018115	101724	200392	331487	372195	489034	712144	773060	924077
021016	101802	207023	331529	372196	503149	713040	780051	926658
021081	101872	207081	331573	374102	523007	731220	782199	926722
021147	101938	207083	331582	402176	537024	731287	782229	926740
021159	105019	208053	331626	405054	554540	741410	782251	926866
021188	105031	208063	334028	405063	554543	750111	787273	926872
021222	105032	209005	334037	405064	577032	750668	794088	927304
021259	105033	212233	334042	405072	591150	752522	797132	927373
021321	105034	212256	335019	405075	597500	757122	801028	931888
021325	112001	220109	335034	405076	600032	760274	802032	931937
021368	112143	221065	335048	410022	600213	760337	802505	931950
021455	112197	221080	335055	415002	601054	761278	841109	937201
021462	113059	221100	335077	432208	601083	770084	841189	937205
021500	113083	222105	335086	436069	601233	770123	841212	940281
021559	114107	232100	335111	441425	601241	770200	850447	941145
023024	117146	232117	335174	441466	601372	770272	850449	941307
023027	117151	281046	335189	451023	601379	770283	856014	941350
024013	117204	282125	335197	452056	601604	770377	882074	945246
030631	117235	282181	335253	452057	601651	770426	901405	948030
060033	117253	282187	335283	452276	602015	770501	901513	950169
066060	117347	282208	335315	452328	602025	770512	902391	954076
066080	117368	283093	335361	452339	607099	770526	902400	954212
069264	125007	283096	335571	454110	607570	770544	907221	958139
070574	139007	283111	336108	454132	607597	770592	913135	959007
073032	139008	283124	336111	454146	607637	770657	913327	960014
077511	139014	303586	336139	460006	625002	770710	913382	968226
079376	139015	303611	336193	461006	631349	770770	913424	981422
080004	139016	314536	336259	462191	641209	770783	913451	981482
080011	146027	314543	336308	462211	641257	770842	913454	981503
080016	152167	325078	336413	462213	658129	772158	913483	981548
080112	165032	327081	336602	462215	664100	772159	917135	984061
100415	191321	328117	336626	464010	666101	772160	917518	992157
100749	191405	328130	336852	464065	674100	772161	917556	997120
101162	191431	328164	337060	468072	681204	772162	917567	
101218	191435	328168	337074	468077	705006	772163	917666	
101283	191460	331146	337096	480335	705008	772164	918001	
101516	191506	331183	338106	486032	708259	772165	924064	

—Marketing Dept., 8–7–86.

Insurance claims may be filed at any post office, branch, or station. They do not have to be filed at the office of mailing or the office of address.

This Office
Will Be Closed
Labor Day
September 1, 1986

This Office
Will Be Closed
Labor Day
September 1, 1969

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21574 article.

459,203,201 to 3,300
459,219,301 to 9,900
459,831,901 to 2,500
460,008,060 to 8,075
461,137,601 to 7,900
461,170,981 to 1,000
461,304,906 to 5,100
461,393,102 to 3,400
461,757,001 to 7,500
461,882,656 to 3,200
462,378,501 to 8,600
463,196,321 to 6,340
463,221,045 to 1,200
463,312,700 to 2,800
463,792,231 to 2,300
465,721,001 to 1,200
466,469,490 to 9,500
467,078,146 to 8,400
467,224,173 to 4,200
467,229,732 to 9,800
467,245,501 to 6,000
467,246,033 to 6,100
468,399,981 thru 468,400,000
469,281,701 to 1,800
469,899,682 to 9,720
470,922,901 to 3,300
472,349,101 to 9,600
472,395,284 to 5,400
474,094,501 to 4,800
474,155,876 to 5,900
475,972,101 to 2,160
475,977,186 to 7,240
476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,'45 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
488,553,870 to 4,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
509,073,646 to 5,100
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
513,795,458 to 5,500
515,697,926 to 7,929
515,790,190 to 0,230
515,892,011 to 2,020
516,649,101 to 9,200
516,882,201 to 2,300
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
520,736,961 to 7,000
521,995,972 to 996,008
522,798,708 to 8,800
523,727,009 to 7,100
525,483,962 to 4,000
525,774,402 to 4,600
526,389,501 to 9,600
528,910,726 to 0,900
531,847,601 to 7,700
539,989,721 to 9,800
539,991,061 to 1,100

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition*, to the Eastern Area Supply Center, Somerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21579

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

PB 21579—August 14, 1986—28 Pages

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U.S. GOVT. PUBS.
DEPOSITORY 376

1986 National Stamp Collecting Month

The sixth annual observance of National Stamp Collecting Month (NSCM) is scheduled for October 1–31. The theme of this year's promotion is "Celebrate a Century of Organized Stamp Collecting in the United States." During October, in an effort to expand the number of collectors and increase philatelic revenue, the Postal Service will promote philatelic products and highlight the wide variety of stamps issued during the past 100 years.

By mid August, each CAG A–J post office will receive a National Stamp Collecting Month booklet providing guidelines for conducting a successful NSCM promotion. Please read it carefully. Included are draft proclamations, a detailed article on U.S. stamps, news releases, and related materials. All CAG A–J offices will receive a full-color NSCM poster featuring this year's theme.

Cosponsors of this year's promotion include the U.S. Postal Service, Benjamin Franklin Stamp Clubs (BFSCs), Council of Philatelic Organizations (COPO), American Library Association (ALA), and National Association of Elementary School Principals (NAESP).

The promotion will be launched October 1 with the issuance of the Woodcarved Figurines block of four commemorative stamps. Additionally, the 13th edition of *The Postal Service Guide to U.S. Stamps* will be available in early October and the *1986 Commemorative Mint Set* will go on sale later in the month.—*Marketing Dept., 8–14–86.*

Dispatch of Managed Mail (MM) and 1257 Flat Trays

A major air carrier has observed *faulty* strapping on Managed Mail (MM) trays and 1257 cardboard flat trays, on the ramps, at several large airports. The strapping was either not heat-sealed properly or too loose when applied to the trays. Trays are often lifted by the strapping instead of the hand holes provided for that purpose. Postal and air carrier personnel must avoid this practice since it loosens or breaks the strapping. Such faulty strapping could be ingested by jet engines, thus causing a serious accident.

Dispatching personnel at all postal facilities must ensure, that all trays are properly strapped when they are dispatched to Airport Mail Facilities.

Guidelines for using this type of equipment are contained in Handbook PO–502, *Container Methods, 264.—Mail Processing Dept., 8–14–86.*

New Bulk Third-Class Sacking Requirements

All mailers of bulk third-class mail and all postal employees are reminded that August 23, 1986 is the end of the transition period for implementing the new bulk third-class sacking requirements, described in POSTAL BULLETIN 21562, 4–17–86.

Implementation of the new sacking requirements is essential, to avoid a strain on sack sorting capacity at postal facilities, during the peak autumn mailing period. A strain on capacity could have negative effects on service and increase sack handling costs. Accordingly, all mailers are expected to be in compliance with the new regulations on August 24, 1986.

—*Mail Processing Dept., 8–14–86.*

Notify your supervisor if your equipment does not provide proper security for funds and stamp stock.

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P1.3:

22-Cent Navajo Art Commemorative Stamps

A block of four 22-cent Navajo Art commemorative postage stamps will be placed on sale September 4, 1986, in Window Rock, AZ. The four designs depict blankets woven by hand on simple looms. Blanket weaving has been an integral part of Navajo culture for centuries.

Do Not Sell Before September 5, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 50.

Collector information is on page 21.

Supply. All post offices will receive approximately double their standard automatic-distribution quantities for a 50-subject commemorative stamp. Since the total quantity of this stamp will be distributed automatically, *supplemental requisitions will not be honored at the* Bureau of Engraving and Printing ***for item 406.***

Express Mail International Service—Customs Declaration

Several foreign postal administrations have complained that many Express Mail International Service (EMIS) items from the United States lack appropriate customs declarations, which can result in delivery delays. Acceptance clerks must insure that all EMIS items have appropriate customs declaration forms affixed. Appendix D of the INTERNATIONAL MAIL MANUAL and Publication 273, *Express Mail International Service Guide,* both state which customs declarations are to be affixed.—*Marketing Dept., 8–14–86.*

Federal Employees Group Life Insurance Program Changes

The Office of Personnel Management (OPM) has announced a reduction in premium rates for the Federal Employees Group Life Insurance (FEGLI) Program. The premium rate reduction, effective August 2, 1986, reduced premiums for most employees enrolled in Option A ($10,000), and for many employees enrolled in Option B—Additional, and Option C—Family coverages.

Additionally, OPM recently eliminated the requirement that an employee who waived (or declined) FEGLI insurance must be under age 50 to cancel the waiver (or declination) to obtain FEGLI insurance coverage. The elimination of the under age-50 requirement was effective July 14, 1986. Accordingly, an employee who previously waived (or declined) FEGLI insurance coverage may now cancel the waiver (or declination) if the following conditions are met:

1. At least one year has elapsed since the effective date of the last waiver (or declination).
2. Employees furnish (at their own expense) satisfactory evidence of insurability on a Standard Form (SF) 2822, *Request for Insurance.*

Instructions on the conditions for changing the election of optional coverages appear on page 5 of SF 2817B, *Federal Employees Group Life Insurance Booklet. Note:* Make a pen and ink change to the SF 2817B to eliminate all references to the under age-50 requirement for cancellation of waivers (or declinations) of insurance coverage.

There will not be a life insurance "open season" to allow employees to increase their coverage. Employees who desire to cancel a waiver or declination must complete SF 2822, *Request for Insurance.* This form is a combination of a request to cancel a waiver (declination); a medical certificate completed by the employee's physician; and an authorization, provided by the Office of Federal Employees' Group Life Insurance, to either insure the employee or deny coverage. Please follow the instructions on the form.

INSTALLATION HEADS MUST ENSURE THAT THE NOTICE WHICH APPEARS ON PAGE 3 OF THIS BULLETIN IS POSTED ON ALL BULLETIN BOARDS.

—*Human Resources Group, 8–14–86.*

We have mailbags, many,
'tis true: But to get their full
use depends solely on you.

FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI) PROGRAM

The Office of Personnel Management (OPM) has announced a reduction in premium rates for the FEGLI program. Many employees who are enrolled in Option A ($10,000), Option B—Additional, or Option C—Family, of the FEGLI program will have smaller premiums withheld from pay effective August 2, 1986 (the beginning of pay period 17). The change in optional insurance withholdings will be reflected in paychecks dated August 22, 1986, for those affected. Current and revised biweekly premiums for the optional insurance are listed below.

OPTIONAL INSURANCE PREMIUMS

Option A—Standard

Withholding for $10,000 Insurance

Age	Bi-Weekly prior to 8–2–86	Bi-Weekly effective 8–2–86
Under 35	$0.55	$0.40
35–39	.70	.50
40–44	1.00	.80
45–49	1.60	1.30
50–54	2.70	2.20
55–59	6.00	4.50
60 and Over	7.50	7.00

Option B—Additional

Withholding for each $1,000 Insurance Coverage

Age	Bi-Weekly prior to 8–2–86	Bi-Weekly effective 8–2–86
Under 35	$0.04 (No Change)	$0.04
35–39	.05 (No Change)	.05
40–44	.08 (No Change)	.08
45–49	.16	.13
50–54	.27	.22
55–59	.60	.45
60 and Over	.95	.85

Option C—Family

Withholding

Age	Bi-Weekly prior to 8–2–86	Bi-Weekly effective 8–2–86
Under 35	$0.30 (No Change)	$0.30
35–39	.31 (No Change)	.31
40–44	.52 (No Change)	.52
45–49	.72	.70
50–54	1.10 (No Change)	1.10
55–59	2.00	1.75
60 and Over	3.00	2.80

For purposes of determining the amount of optional insurance withholdings, you are considered to attain age 35, 40, 45, 50, 55, and 60 on the first day of the pay period beginning on or after January 1 of the year after the one in which your 35th, 40th, 45th, 50th, 55th, or 60th birthday occurs.

Effective July 14, 1986, OPM eliminated the requirement that an employee who waived (or declined) FEGLI insurance must be under age 50 to cancel the waiver (or declination) to obtain FEGLI insurance coverage.

If you previously waived basic insurance or elected not to enroll for optional insurance and now wish to cancel your waiver or declination of coverage, or elect additional Option B coverage, contact your personnel office.

—Human Resources Group, 8–14–86.

PLEASE POST ON ALL BULLETIN BOARDS

SHIPMENT OF POST OFFICE BOX FRONTS TO THE MAIL EQUIPMENT SHOPS (MES)

The field demand for post office box fronts and repair parts has exhausted inventories at the MES. Post office box fronts are needed at the MES in order to fill requirements from field offices.

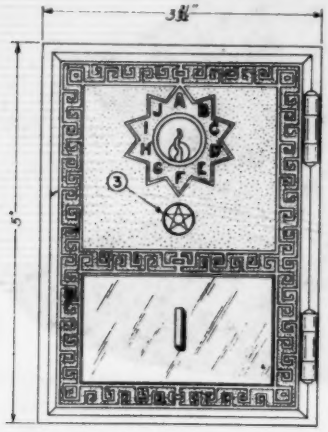
Until further notice, all Property Officers must immediately commence shipping serviceable *excess* or *obsolete* No. 1 (see exhibit 1), No. 2 (see exhibit 2), and No. 3 (see exhibit 3) of the 700 and 1300 series for combination and key type fronts and 1500 series (key type) fronts that are in good condition to:

Mail Equipment Shops
2135 Fifth Street, N.E.
Washington, D.C. 20260–6224

All fronts must be securely packaged and shipped intact, including frames, locks (combination locks included), and keys. *Do not ship the nestings.*

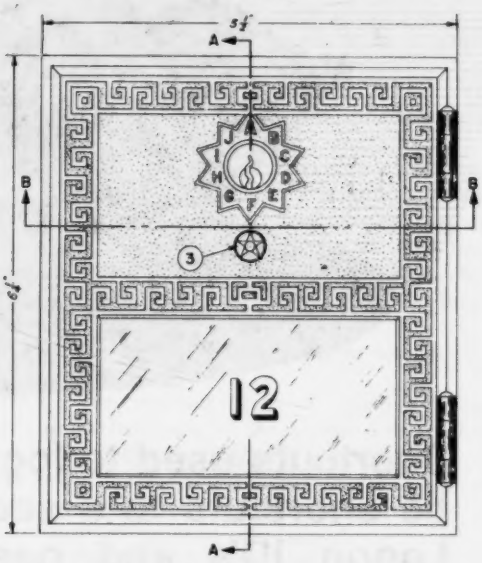
All other series of post office box fronts must not be shipped to the MES—continue to dispose of in accordance with prior instructions from the regional Procurement Division and the Procurement Services Offices. Questions concerning disposal of other series of post office box fronts must be directed to the Director, Procurement and Materiel Management Service Center.—*Procurement & Supply Dept., 8–14–86.*

EXHIBIT 1



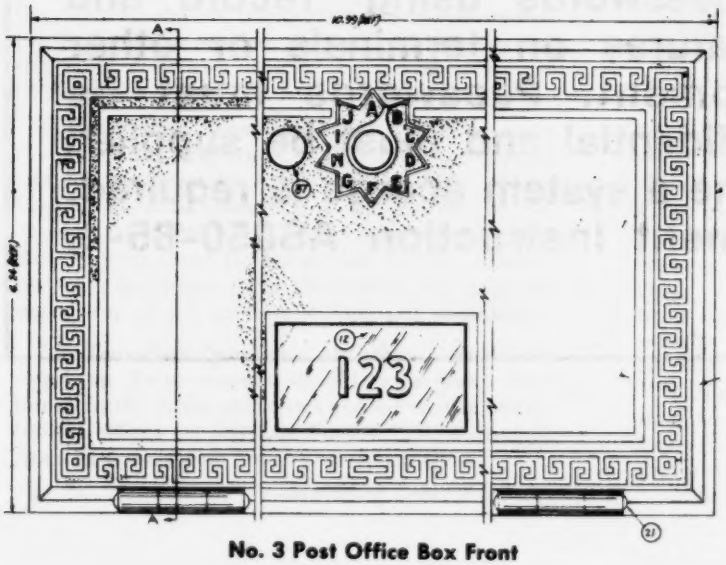
No. 1 Post Office Box Front

EXHIBIT 2

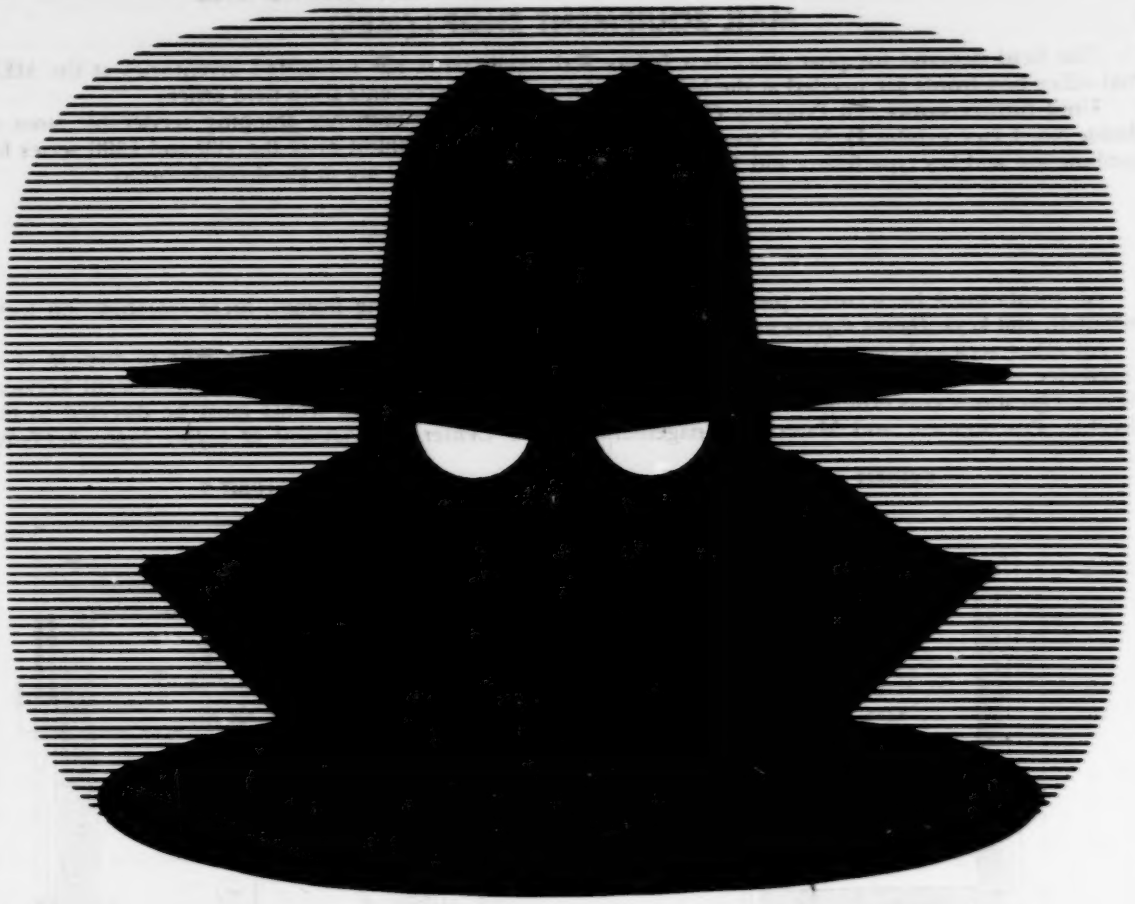


No. 2 Post Office Box Front

EXHIBIT 3



No. 3 Post Office Box Front



Shortcuts used to logon to a computer system can be shortcuts to a security violation. Do not store Logon ID's and passwords using "record and playback" type features on terminals or other automation equipment. Passwords must be maintained as confidential and must be supplied personally each time a system access is required. Refer to Management Instruction AS850-85-1, issued 01-10-85.

56-Cent John Harvard Regular Stamp

The 56-cent John Harvard regular stamp will be placed on sale September 3, 1986, in Cambridge, MA 02138. John Harvard in 1638 bequeathed half of his estate and numerous books from his library to the university that was to be named for him in 1639 in recognition of his generosity. Harvard University is the oldest institution of higher learning in the United States. The 56-cent regular stamp will cover the cost of mailing First-Class pieces weighing more than 2 but less than 3 ounces.

Do Not Sell Before September 4, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 100.

Collector information is on page 19.

Supply. An automatic distribution will be made to post offices with authorized philatelic centers only. Refer to POSTAL BULLETIN, 21555, 2–27–86, for automatic quantities being shipped. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices are encouraged to order sufficient quantities to meet philatelic demand.*

Bulk Quantities. Post offices with 950 or more revenue units requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities,* to the Bureau of Engraving and Printing, using ***item number 056.*** Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5 million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring these stamps should requisition them immediately from their designated stamp distribution offices on separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—Marketing Dept., 8–14–86.

Postage Stamp Affixer

During AP/12 8/2–8/29, a new supply of the Postage Stamp Affixer ***(Item 835)*** will be distributed to Stamp Distribution Offices (SDOs) in all Regions, except Central. Only the Chicago Accountable Paper Depository will receive this item in the Central Region. The Affixer is a hand-operated device, capable of affixing stamps to envelopes, one at a time, using coils of 100 or 500 stamps. Available in black only, the Affixer retails for $20.95 and should be entered into Stamp Accountability upon receipt or issuance.

All sales of this product are to be reported in AIC 093, *Retail Product Sales,* on Form 1412–A, *Daily Financial Report.* Please note that the sales of Affixers are no longer to be reported as philatelic revenue. They should still be included on the quarterly Form 1079, *Philatelic Product Physical Inventory Record,* to allow for tracking the number of Affixers available for sale.

Post offices requiring this item should order by submitting Form 17–A, *Accountable Items Requisitioned from Stamp Distribution Office,* to the proper SDO. In the Central Region, SDOs should order from Chicago, on Form 17–A, to meet associate office requirements.

Screenline merchandiser posters, for lobby promotion, will be shipped in September to each SDO for distribution to appropriate post offices.

The side of each Stamp Affixer package has a space for the retail clerk to stamp the purchase date, using a round dater, to establish the beginning of the one-year warranty period. A copy of the warranty, including replacement instructions, is included with each unit.

During the warranty period, customers may return defective units, *in the original dated package,* to *any* post office selling the product. New Affixers are to be furnished to customers, *in the same dated package,* to keep the warranty in effect for the *remainder* of the one-year period.

Each defective unit should be returned—in the package from the new unit provided to the customer, clearly marked "DEFECTIVE"—to the SDO using the reverse side of Form 17, *Stamp Stock Requisition.* SDOs should hold defective units until the close of each postal quarter and return them by registered mail to the manufacturer, Data-Link Corporation, Post Office Box 1145, El Cajon, CA 92022–1145.

Do not reduce stamp accountability when returning defective units to the manufacturer. Include, a cover letter stating how many defective units are enclosed, and a pre-addressed return penalty label, for the manufacturer to use in returning new units to the SDO.

Retain a copy of the letter and the registered mail receipt. When the new units are returned from the manufacturer, date stamp the copy and retain it on file for one year.

—Marketing Dept., 8–14–86.

New Packaging of Booklet Stamps

The Bureau of Engraving and Printing has developed new transparent plastic packaging for present and future $4.40 stamp booklets. The new containers will replace the chipboard boxes as production of the $4.40 Seashell booklets continues.

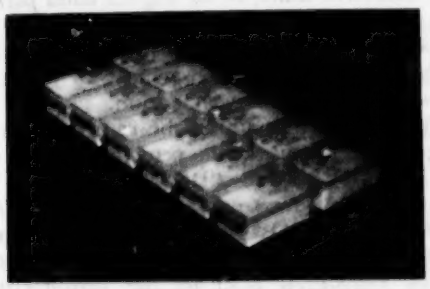
Two views of the new packaging are shown, one depicting four cubes and one showing a full tray of booklets. Each cube will hold 25 booklets and the full tray will accommodate 300, in two rolls of six cubes each. The trays will be perforated in both directions to allow easy separation of the sealed cubes.

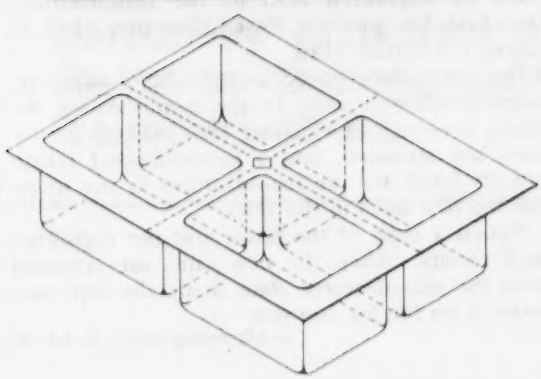
The top of each cube will be embossed to show the following:

25 BOOKLETS
20 Twenty-two Cent
Seashell Stamps
$4.40
© USPS 84

Note: As far as practical, full cubes of 25 booklets should be ordered by and issued to stations, branches, clerks and associate postmasters. The cubes may be issued from the main stock without verification of the quantity of booklets within each package. However, clerks and associate postmasters must verify upon receipt, or prior to removing the seal, that each cube contains 25 booklets. Return all sealed cubes with quantity discrepancies through regular channels to the main stock of the Stamp Distribution Office (SDO) for exchange. SDO's are to handle the returned, sealed cubes in accordance with Handbook F–1, *Financial Handbook for Post Offices*, 527.

No adjustments will be made if the package seal is broken.





—Marketing Dept., 8–14–86.

Domestic First Flight Cachets

Official cachet and philatelic treatment for the first flight service described below is authorized in Section 244.63, POSTAL OPERATIONS MANUAL.

Covers to be sent on the flight must be prepared in accordance with the following instructions:

1. All covers must be addressed with First-Class postage affixed.
2. A clear space, 2½ by 2½ inches on the lower portion of the envelope and to the left of the address, must be allowed for the cachet. An additional 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark, and each envelope should contain a filler of postal card thickness to assure good impressions of the cancellations.
3. The covers must be placed in outer envelopes and mailed to reach the office applying the cachet no later than three days before the scheduled date of the flight. "First Flight Covers" should be written in the lower left corner of the outer envelopes.
4. Aerogrammes and postal cards will not be accepted.

There will be a limit of 50 covers per customer per flight. Covers already postmarked and those not prepared in accordance with instructions will not receive cachets or cancellations.

Specific instructions for the flights are as follows:

AMERICAN AIRLINES

On September 18, 1986, American Airlines will inaugurate round-trip service between Chicago, IL, and Akron/Canton, OH.

The following cancellations may be obtained:

Chicago to Akron
Chicago to Canton
Akron to Chicago
Canton to Chicago

Cachets to be applied by	Send covers to
Chicago Post Office	Manager Commercial Accounts Room 413 Main Post Office Chicago, IL 60607–9621 Attn: First Flights
Chicago Airport Mail Facility	Operations Manager Airport Mail Facility O'Hare International Airport Chicago, IL 60666–9998
Akron Post Office	Postmaster Akron, OH 44309–9998 Attn: First Flights
Canton Post Office	Postmaster Canton, OH 44701–9998 Attn: First Flights

—Marketing Dept., 8–14–86.

IMM Revision

CHANGES IN COUNTRY CONDITIONS OF MAILING

Effective September 15, 1986, new insurance amounts and new weight limits for small packets (air and surface) and parcel post (air and surface) apply to several countries.

Exhibit A is a list of countries and applicable service changes. Please note that all countries listed in the INTERNATIONAL MAIL MANUAL (IMM) are included in the list for reference purposes. In instances where no change is required, the existing service is repeated. An air parcel post rate group designation is also shown for reference purposes for countries that increased their parcel post weight limit from 22 to 44 pounds. A corresponding air parcel post rate chart is shown as Exhibit B.

Exhibit C is a chart which reflects the extended rates for surface small packets for countries that increased their weight limits from two to four pounds.

Exhibit D is an insurance rate table which reflects current rates and fees for countries that changed their insurance amount or service.

Effective September 15, 1986, the IMM is revised as follows:

EXHIBIT A

Country	Maximum Insurance		Air PP rate group	PP Weight max. (lbs.)		Small packet max. lbs.
	Current	New		Current	New	
Afghanistan	No ins.	No ins.	D	22	44	4
Albania	No ins.	No ins.	C	22	44	2
Algeria	No ins.	$500	D	44	44	4
Andorra	$420	$500	B	44	44	4
Angola	No ins.	No ins.	E	22	22	2
Anguilla	$100	$500	A	44	22	2
Antigua & Barbuda	$100	$50	A	22	22	4
Argentina	$210	$500	D	44	44	4
Ascension	No ins.	$130	No air service	22	44	2
Australia	$426	$500	D	44	44	1
Austria	$500	$500	B	44	44	4
Azores	$500	$500	C	22	22	4
Bahamas:						
Nassau and Freeport	$150	$500	A	22	22	4
All other cities	$150	$150	A	22	22	4
Bahrain	$100	No ins.	D	22	22	4
Bangladesh	$200	$500	E	22	22	2
Barbados	$100	$170	B	22	22	2
Belgium	$210	$500	D	44	44	4
Belize	$315	$315	A	44	44	4
Benin	No ins.	No ins.	D	44	44	2
Bermuda	No ins.	$340	A	33	44	4
Bhutan	No ins.	$340	E	No PP Service	22	4
Bolivia	No ins.	No ins.	B	44	44	4
Botswana	No ins.	$500	E	22	22	4
Brazil	No ins.	No ins.	D	44	44	2
British Virgin Islands	$100	$120	A	22	44	2
Brunei	No ins.	No ins.	D	22	22	4
Bulgaria	No ins.	$500	D	22	44	4
Burkina	No ins.	No ins.	C	44	44	2
Burma:						
Rangoon	No ins.	$500	D	22	22	1
All other cities	No ins.	No ins.	D	22	22	1
Burundi	No ins.	$500	E	22	44	4
Cameroon	$370	$370	D	44	44	2
Canada	$500	$500	Separate Rates	66	66	2
Cape Verde	$21	$21	D	22	22	4
Cayman Islands	No ins.	No ins.	A	22	44	2
Central African Republic	No ins.	No ins.	E	44	44	2
Chad	No ins.	$340	D	44	44	2
Chile	No ins.	No ins.	D	22	22	2
China	$420	$340	D	44	44	4
Colombia	No ins.	No ins.	B	44	44	4
Comoros	No ins.	No ins.	E	44	44	2
Congo	$420	$420	D	44	44	4
Corsica	$500	$500	E	44	44	4
Costa Rica	No ins.	No ins.	A	44	44	4
Cuba	No ins.	No ins.	No PP Service	0	0	No Service

EXHIBIT A—Continued

Country	Maximum Insurance		Air PP rate group	PP Weight max. (lbs.)		Small packet max. lbs.
	Current	New		Current	New	
Cyprus	$500	$500	D	44	44	4
Czechoslovakia	$200	$500	C	44	33	2
Denmark	$420	$500	C	44	44	4
Djibouti	$420	$500	E	22	44	2
Dominica	$100	No ins.	A	22	22	4
Dominican Republic	No ins.	No ins.	A	44	44	4
East Timor	No ins.	No ins.	No PP Service	0	0	2
Ecuador	No ins.	No ins.	B	44	44	4
Egypt	$210	$500	C	44	44	4
El Salvador	No ins.	No ins.	A	44	44	2
Equatorial Guinea	No ins.	No ins.	D	44	44	2
Estonia	$210	$340	E	22	22	2
Ethiopia	$210	$340	D	44	44	2
Falkland Islands	No ins.	$120	D	22	44	2
Faroe Islands	$210	$500	C	44	44	2
Fiji	$126	$500	B	22	44	4
Finland	$420	$500	D	44	44	4
France	$420	$500	D	44	44	4
French Guiana	No ins.	$500	C	44	44	4
French Polynesia	$420	$500	D	44	44	2
Gabon	No ins.	No ins.	D	44	44	2
Gambia	No ins.	$500	B	22	22	2
German Democratic Republic	$210	$500	C	44	44	4
Germany, Federal Republic of	$420	$500	C	44	44	4
Ghana	$400	$500	D	22	22	4
Gibraltar	$50	$60	D	22	44	2
Great Britain & Northern Ireland.	$1,200	$1,200	C	50	50	4
Greece	$210	$500	C	44	44	2
Greenland	$420	$500	D	44	44	4
Grenada	$100	$100	B	22	22	4
Guadeloupe	No ins.	$500	A	44	44	4
Guatemala	$100	No. ins.	A	44	44	4
Guinea	No ins.	$500	B	44	44	4
Guinea-Bissau	$21	$21	B	22	22	2
Guyana	$210	$60	B	22	44	4
Haiti	No ins.	No ins.	A	44	44	2
Honduras	No ins.	No ins.	B	44	44	4
Hong Kong	$420	$500	C	44	44	2
Hungary	$420	$500	C	44	44	4
Iceland	$420	$500	D	44	44	4
India	$210	$500	D	22	44	2
Indonesia	No ins.	No ins.	E	22	22	4
Iran	$210	$210	D	44	44	4
Iraq:						
Airmail items	$400	$500	D	44	44	4
Surface items	$400	$400	D	44	44	4
Ireland (Eire)	$1,000	$1,000	C	22	22	4
Israel	No ins.	No ins.	C	33	33	4
Italy	$500	$500	C	44	44	2
Ivory Coast	No ins.	$500	D	44	44	2
Jamaica	No ins.	No ins.	A	22	22	2
Japan	$420	$500	E	22	22	4
Jordan	No ins.	No ins.	C	22	44	4
Kampuchea	No ins.	No ins.	No PP Service	0	0	No Service
Kenya	$370	$370	D	22	44	4
Kiribati	No ins.	No ins.	B	44	44	4
Korea, Dem. Peoples Republic	No ins.	No ins.	No PP Service	0	0	No Service
Korea, Republic of	$420	$500	C	44	44	4
Kuwait	$500	$500	C	44	44	4
Lao	No ins.	No ins.	E	22	44	4
Latvia	$210	$340	E	22	22	2
Lebanon	No ins.	No ins.	C	11	11	4
Lesotho	No ins.	No ins.	E	22	22	2
Liberia	$105	$105	C	22	22	2
Libya	No ins.	No ins.	C	44	44	2
Liechtenstein	$420	$500	B	44	44	4
Lithuania	$210	$340	E	22	22	2

EXHIBIT A—Continued

Country	Maximum Insurance		Air PP rate group	PP Weight max. (lbs.)		Small packet max. lbs.
	Current	New		Current	New	
Luxembourg	$500	$500	B	44	44	4
Macao	$126	$340	C	22	22	2
Madagascar:						
Airmail items	No ins.	$500	E	44	44	4
Surface items	No ins.	$340	E	44	44	4
Madeira Islands	$500	$500	B	22	22	4
Malawi	$500	$130	D	22	22	4
Malaysia	$105	$340	D	22	22	2
Maldives	No ins.	No ins.	E	22	22	4
Mali	No ins.	$370	C	44	44	2
Malta	No ins.	No ins.	C	22	22	4
Martinique	No ins.	$500	A	44	44	4
Mauritania	No ins.	$500	D	44	44	2
Mauritius	No ins.	No ins.	E	22	22	4
Mexico	No ins.	No ins.	A	44	44	2
Monaco	$420	$500	D	44	44	4
Mongolia	No ins.	No ins.	No PP Service	0	0	2
Montserrat	$100	$500	A	44	44	2
Morocco	$500	$500	C	44	44	4
Mozambique	No ins.	No ins.	E	22	22	2
Nauru	$170	$170	C	44	44	4
Nepal	No ins.	No ins.	D	11	44	4
Netherlands	$420	$500	C	44	44	4
Netherlands Antilles and Aruba	$210	$210	A	44	44	4
New Caledonia	$420	$500	D	44	44	4
New Zealand	$500	$500	D	22	22	4
Nicaragua	$210	$340	B	44	44	4
Niger	$340	$340	D	44	44	2
Nigeria	No ins.	$150	C	22	22	4
Norway	$420	$500	D	44	44	4
Oman	$100	$100	D	22	22	4
Pakistan	$430	$430	D	22	22	4
Panama	No ins.	No ins.	A	44	44	4
Papua New Guinea:						
Airmail items	$105	$500	D	22	44	1
Surface items	$105	$410	D	22	44	1
Paraguay	No ins.	No ins.	C	44	44	4
Peru	No ins.	No ins.	B	44	44	4
Philippines	$210	$210	D	44	44	2
Pitcairn Islands	No ins.	No ins.	B	22	22	2
Poland	No ins.	$340	C	44	44	4
Portugal	$500	$500	C	22	22	4
Qatar	$500	$500	C	44	44	4
Reunion	No ins.	$500	E	44	44	4
Romania	$210	$340	C	44	44	2
Rwanda	No ins.	No ins.	D	22	44	4
Saint Christopher & Nevis	$100	$50	A	22	44	4
Saint Helena	No ins.	$130	C	22	44	2
Saint Lucia	$100	$100	A	22	44	4
Saint Pierre & Miquelon	No ins.	$500	A	44	44	4
Saint Vincent & The Grenadines	$100	$100	A	22	22	4
San Marino	$210	$500	C	44	44	2
Sao Tome & Principe	$21	$21	D	22	44	2
Saudi Arabia	No ins.	No ins.	D	22	22	2
Senegal	No ins.	$500	D	44	44	4
Seychelles	No ins.	No ins.	E	22	22	4
Sierra Leone	No ins.	$150	D	22	44	4
Singapore	$100	$500	D	22	22	4
Solomon Islands	No ins.	No ins.	C	44	44	4
Somalia	No ins.	$340	D	22	44	2
South Africa	No ins.	No ins.	D	22	22	4
Spain	$210	$340	C	44	44	4
Sri Lanka	$70	$70	D	22	44	4
Sudan	$60	$60	D	22	44	4
Suriname	$100	$100	B	44	44	4
Swaziland	$500	$500	D	22	22	4
Sweden	$420	$500	D	44	44	4
Switzerland	$420	$500	B	44	44	4

EXHIBIT A—Continued

Country	Maximum Insurance		Air PP rate group	PP Weight max. (lbs.)		Small packet max. lbs.
	Current	New		Current	New	
Syria	$500	$500	C	44	44	2
Taiwan	$210	$500	C	44	44	4
Tanzania	No ins.	$400	E	22	22	4
Thailand	$100	$100	D	44	44	4
Togo	No ins.	$500	D	44	44	4
Tonga	No ins.	No ins.	B	22	22	4
Trinidad and Tobago	$500	$500	B	22	22	4
Tristan da Cunha	No ins.	No ins.	E	22	22	2
Tunisia	No ins.	$500	C	44	44	4
Turkey	$500	$500	C	44	44	4
Turks & Caicos Islands	No ins.	No ins.	A	22	22	4
Tuvalu	No ins.	No ins.	B	44	44	4
U.S.S.R	$210	$340	E	22	22	2
Uganda	No ins.	$60	D	22	22	4
United Arab Emirates	$500	$500	D	44	44	4
Uruguay	No ins.	No ins.	B	44	44	4
Vanuatu	No ins.	No ins.	B	44	44	4
Vatican City	No ins.	$340	C	44	44	4
Venezuela	No ins.	No ins.	B	44	44	2
Viet Nam	No ins.	No ins.	No PP Service	0	0	2
Wallis & Futuna Islands	$420	$500	D	44	44	4
Western Samoa	$210	$500	B	22	22	4
Yemen, Arab Republic	No ins.	$500	D	22	22	2
Yemen, Peoples Democratic Rep	No ins.	$500	D	44	44	2
Yugoslavia	$210	$500	C	44	22	4
Zaire	No ins.	No ins.	D	44	44	2
Zambia	$210	$210	E	22	44	4
Zimbabwe	No ins.	$460	E	22	44	2

EXHIBIT B

Airmail Parcel Post Rates

Weight not over	Rate group				
	A	B	C	D	E
0 lbs. 4 ozs	$3.90	$4.95	$6.00	$7.05	$8.10
0 8	4.55	5.85	7.10	8.40	9.70
0 12	5.20	6.75	8.20	9.75	11.30
1 0	5.85	7.65	9.30	11.10	12.90
1 4	6.50	8.55	10.40	12.45	14.50
1 8	7.15	9.45	11.50	13.80	16.10
1 12	7.80	10.35	12.60	15.15	17.70
2 0	8.45	11.25	13.70	16.50	19.30
2 4	9.10	12.15	14.80	17.85	20.90
2 8	9.75	13.05	15.90	19.20	22.50
2 12	10.40	13.95	17.00	20.55	24.10
3 0	11.05	14.85	18.10	21.90	25.70
3 4	11.70	15.75	19.20	23.25	27.30
3 8	12.35	16.65	20.30	24.60	28.90
3 12	13.00	17.55	21.40	25.95	30.50
4 0	13.65	18.45	22.50	27.30	32.10
4 4	14.30	19.35	23.60	28.65	33.70
4 8	14.95	20.25	24.70	30.00	35.30
4 12	15.60	21.15	25.80	31.35	36.90
5 0	16.25	22.05	26.90	32.70	38.50
Each add'l .5 lb. or fraction of .5 lb. up to maximum allowable weight	1.00	1.50	2.00	2.50	3.00

EXHIBIT C

Extended Surface Small Packet Postal Rates

Weight not over		Rate
2 lbs.	8 ozs	$4.19
3	0	4.19
4	0 max	4.89

EXHIBIT D

Parcel post insurance rate table for new service countries:

Insurance (320 Available for Parcel Post Only. See IMM 324.2 for required markings.

Insured amount not over	Fee	Insured amount not over	Fee
$25	$1.10	$300	$3.70
50	1.40	400	4.40
100	2.10	500	5.20
200	3.00		

These changes will be incorporated into a future revision of the IMM. See Exhibits A, B, C, and D on pages 9 thru 13.—*Rates & Classification Dept., 8–14–86.*

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DISPOSAL OF ANTIQUE/COLLECTIBLE POSTAL PROPERTY AND VERY OLD RECORDS

This restates USPS policy for the disposal of antique/collectible postal property, *including artwork,* and disposal of very old records. Procedures for the disposal of Postal Service objects which have antique or collectible value are found in Management Instruction (MI) AS–720–83–2, *Antique/Collectible Postal Property,* 3–4–83, and Handbook AS–701, *Supply Management.* These directives may be obtained by sending Form 7380, *Supply Center Requisition,* to your area supply center.

MI AS–720–83–2, VI–E–2–c, requires that the Director, Office of Materiel Management, receives all requests for disposal of antiques or collectibles from the Director, Procurement and Materiel Management Service Center, and functional Headquarters departments. The Director coordinates approval of the requests with the Research Administrator/Historian. Disposal of antique or collectible items must not be made without specific authorization from the Research Administrator/Historian of the Postmaster General's office.

Disposal, as defined by Handbook AS–701, Chapter 7, may be by:

1. Sale by USPS Installation.
2. Sale by GSA.
3. Transfer to other Government agencies (to include State or local government).
4. Donation to a State agency for surplus property.
5. Donation to a public body.
6. Donation to a nonprofit organization.
7. Destruction.
8. Trade-in.

Records Created Since 1954

All records created after 1954 should be maintained and disposed of in accordance with existing current Records Control Schedules. See ADMINISTRATIVE SUPPORT MANUAL (ASM) Exhibit 351.31 and appropriate functional handbooks.

Records Created Before 1870

Records dated earlier than 1870 must either be on display at the post office or carefully packaged and forwarded to the USPS Records Officer for possible transfer to the National Archives of the United States. When packaging, do not fold. For small volumes of records, place in double envelopes. For larger volumes, use document boxes. Lay the records flat, rather upright, to avoid deterioration. (See Part VI, Section H of MI AS–720–83–2).

Records Created From 1870 Through 1954

The remainder of this article deals with records created from 1870 through 1954. (In addition to Exhibit A, other examples of relevant records are listed on page 16 of MI AS–720–83–2.)

Records from this era should be offered to local historical societies or museums in accordance with the following instructions. Postmasters are encouraged to use this opportunity to create community goodwill while being mindful of problems that might arise should more than one organization have an interest in the same records.

INSTRUCTIONS

1. Any record on display at the post office need not be offered until such future time as the display is dismantled.
2. All other records from 1870 through 1909 are to be offered.
3. Records from 1910 through 1954 cannot be offered without alteration if they contain information of a private or personal character. Such records either should be destroyed in their entirety or, if the task is not unduly burdensome, offered in a fashion having the personal information expunged. Examples of information not to be released include evidence of employee adverse actions and money order transactions showing the recipient's name. A simple rule of thumb to follow is to remove or obliterate any information that could prove to be embarrassing to an individual or to kin, even if the likelihood of embarrassment is extremely remote. (This precaution also must be taken for any records on display at the post office.)
4. Records transferred to historical societies remain Postal Service records but are considered to be permanently loaned. This unique status makes it necessary for the receiving organization to sign an agreement as in Exhibit B before any records are transferred. **Postmasters must forward this agreement to the Records Officer** who maintains a file of such agreements nationwide. Copies of the agreement also should be maintained by the postmaster and the receiving organization. Once the agreement is signed, the records may be transferred.
5. **No records are to be sold.**
6. Mail pre-1870 records and copies of transfer agreements to USPS Records Officer, Room 8121, U.S. Postal Service, Washington, DC 20260–5010.—*Records Officer, 8–14–86.*

Pile sacks evenly to avoid damage and to conserve space

Correction

POSTAL SERVICE CONTRACTING AUTHORITY

The following corrections and clarifications apply to the article on USPS Contracting Authority in POSTAL BULLETIN 21569, 6–5–86. Corrected pages 6, 8, and 9 of that article are reprinted.

Please note the following clarifications. The effective date of the changes set out in the P.B. 21569 article was June 5, except for local purchasing authority (page 9) which was June 7.

All Divisions continue to have the $2,000 local purchasing authority that they had as MSCs. Their $2,000 local purchasing authority has not been increased to $25,000. Purchases of supplies or services from $2,001 to $25,000 are called informal purchases and are paid by PDCs from contract documents (usually Form 7334, *Order-Invoice-Voucher*). There is no authority to pay for purchases between $2,001 and $25,000 locally by cash, no-fee money order, imprest fund, or series 9500 check.

Contract Postal Units (CPUs) continue to be procured by Sectional Center Managers/Postmasters and by the Division or Special Division Managers (where the Management Sectional Centers have been renamed Divisions or Special Divisions).

FACILITIES SERVICE OFFICES

General Managers, Facilities Service Offices

Direct contracting authority: *Contracts for:*	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$2,500,000	Manager, Real Estate Branch
Purchase of Existing Leased Buildings	$5,000,000	Manager, Real Estate Branch
Leasing	$500,000 annually $5,000,000 total	Manager, Real Estate Branch
Real Estate Support and Personnel Service	$500,000	No
Buildings		
Design (Includes A–E and Construction Management Services)	$500,000	Manager, D&C Branch Supervisor, Contracting and Support Unit *A–E Contracts* $25,000 Mgr. Support Svcs., Field Divisions *Term A–E Contracts* $500,000 total/$50,000/work order Mgr. Support Svcs., Field Divisions
Construction (Includes Construction Materials and Mechanization)	$5,000,000	Manager, Design & Construction Branch Supervisor, Contracting & Support Unit *Term Constr. Contracts* $500,000 total/$100,000 work order Mgr. Support Svcs., Field Divisions

Managers, Real Estate Branches

Contracting authority, if delegated by General Manager, Facilities Service Office:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$2,500,000	No
Purchase of Existing Leased Buildings	$5,000,000	No
Leasing	$500,000 annually $5,000,000 total	No

FACILITIES SERVICE OFFICES—Continued

Managers, Design & Construction Branches

Contracting authority, if delegated by General Manager, Facilities Service Office:

Contracts for:	*Limitations:*	*May be delegated to:*
Buildings		
Design (Includes A–E and Construction Management Services)	$500,000	No
Construction (Includes Construction Materials and Mechanization)	$5,000,000	No

Supervisors, Contracting & Support Units

Contracting authority, if delegated by General Manager, Facilities Service Office:

Contracts for:	*Limitations:*	*May be delegated to:*
Buildings		
Design (Includes A–E and Construction Management Services)	$500,000	No
Construction (Includes Construction Materials and Mechanization)	$5,000,000	No

FIELD DIVISIONS (TYPICAL)

Managers, Support Services

Direct Contracting Authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Construction	$25,000 R&A	Procurement Specialist, Senior.
	$75,000 Painting	Procurement Specialist, Senior.
	$100,000 with no more than $25,000 for repairs and $75,000 for painting	

Contracting Authority, if contract is delegated by Directors or General Managers, Design & Construction Divisions, of the Facilities Service Centers or General Managers, Facilities Service Offices:

A–E Contracts	$25,000	Procurement Specialist, Senior.
Term A–E Contracts	$500,000 total $50,000/work order	Procurement Specialist, Senior.
Term Constr. Contracts	$500,000/year $100,000/work order	Procurement Specialist, Senior.

Procurement Specialist

Contracting Authority, if delegated by Manager, Support Services:

Construction	$25,000 R&A	No
	$75,000 Painting	No
	$100,000 with no more than $25,000 for repairs and $75,000 for painting	
A–E Contracts	$25,000	No
Term A–E Contracts	$500,000 total $50,000/work order	No
Term Constr. Contracts	$500,000/year $100,000/work order	No

LOCAL PURCHASING AUTHORITY

The table below revises PCM exhibit 1-401.1b and ASM 711.32. Regional Postmasters General now have local purchasing authority of $2,500. CAGs B–J Postmasters' and Bulk Mail Center Managers' local purchasing authority is increased from $750 to $1,000. CAG K Postmasters' authority is increased from $100 to $500. CAG L Postmasters' authority is established at $100. All of these authorities are per transaction. Managers, Fleet Operations and Managers, Vehicle Maintenance Facilities, no longer have a direct delegation. The authority of the other provisions is not changed. These changes are effective **June 7, 1986.** Authority may be redelegated by those listed below to subordinate members of the same organization.

LOCAL PURCHASING AUTHORITY

Purchases of	Level of Authority	Dollar Limit
Services & supplies/ (noncapital and not available from supply centers or other authorized sources)	Regional Postmasters General; Regional Chief Postal Inspectors	$2,500
	Management Sectional Center Managers/Postmasters (may approve local purchases by offices under their functional responsibility to the limits of this authority	2,000
	Inspectors in Charge	1,500
	CAGs B–J Postmasters; Bulk Mail Center Managers; Manager, Mail Equipment Shops; Directors, Postal Data Center; Director, Maintenance Technical Support Center	1,000
	CAG K Postmasters	500
	CAG L Postmasters	100
Minor facility repairs and improvements (expense funds)	Same authority and dollar limit as for services, supplies, and noncapital equipment, except:	
	CAG K Postmasters; Station and Branch Managers	750

—Procurement & Supply Dept., 8–14–86.

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John Harvard Regular Stamp

A 56-cent Great Americans Series stamp depicting 17th century American colonist and philanthropist John Harvard will be issued on September 3 in Cambridge, Massachusetts.

The design for the single-colored crimson stamp is based on a statue of John Harvard. The statue, which stands in Harvard Yard, was created by noted American sculptor Daniel Chester French.

Harvard was born in Southwark, London, England in 1607. Most of Harvard's siblings, as well as his father, died during the plague of 1625. Two years later, he entered Emmanuel College, Cambridge, where he received Bachelor and Master of Arts degrees.

Harvard and his bride Anne Sadler sailed to New England in 1637, settling in Charlestown, Massachusetts Bay Colony. He was one of nearly 100 graduates of Oxford and Cambridge universities who emigrated to Massachusetts in the early years of the colony. Like his fellow emigrants, he was determined that future generations should have a quality education equal to that available in England.

Harvard became teaching elder of the Charlestown church and was awarded a land grant of 120 acres before his death in 1638. He bequeathed his library and half of his estate to the college that had been established in Newtowne (now Cambridge), Massachusetts, two years before his death. In 1639, because of the generosity of his gift, the college was named in his honor.

Harvard University graduates have played preeminent roles in the history and culture of the United States. Numbered among Harvard's distinguished graduates are five U.S. Presidents: John Adams, John Quincy Adams, Theodore Roosevelt, Franklin D. Roosevelt and John F. Kennedy. Other notable graduates, also honored with U.S. postage stamps, include Oliver Wendell Holmes, Henry David Thoreau, Robert F. Kennedy and Walter Lippman.

Procedures for ordering first day cancellations are as follows:

Customers are urged to buy stamps and affix them to their covers.

All covers must be addressed on the right side at least ⅝ of an inch up from the bottom. Insert a filler of postal card thickness in each envelope and mail covers by October 3 to Customer-Affixed Envelopes, John Harvard stamp, Postmaster, Boston, MA 02205-9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by October 3 to John Harvard Stamp, Postmaster, Boston, MA 02205-9992. The cost is 56-cents for each envelope submitted. Personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment.

Please note: All covers will receive a Cambridge, MA, cancellation. (Cambridge is a branch of the Boston Post Office.)

A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 86-22
Remove after October 3

PLEASE POST ON BULLETIN BOARD

Copyright material has been deleted; not available for Microfiche Edition.

Navajo Art Commemorative Stamps

Navajo Indian blankets will be featured on a block of four commemorative stamps to be issued September 4 in Window Rock, Arizona. The stamps will be part of the Folk Art Series, which includes stamps depicting quilts, duck decoys and a number of other craft items.

The Navajo Art stamps were designed by Washington, D.C., graphic artist, Derry Noyes. Ms. Noyes, who serves as a design coordinator for the Citizens' Stamp Advisory Committee, based her work on actual Navajo blankets, three of which are housed in the Museum of the American Indian in New York City. The fourth blanket is owned by the Lowe Art Museum in Coral Gables, Florida.

With 190,000 members residing principally in Arizona, Utah and New Mexico, the Navajo Nation is the largest Native American tribe in the United States. Most Navajo rely on agriculture for their livelihood, but the production of blankets, silver jewelry and other crafts is an essential element of the tribal economy.

Blanket weaving has been an integral part of Navajo culture for centuries. According to tribal legend, one of the Holy People—Spider Woman—taught the people to weave blankets as tangible images of the mystical universe around them. To the early tribes, blankets were far more than a means for keeping warm. Each blanket was believed to possess distinct spiritual characteristics and to reflect the owner's identity.

Today the Navajo still use simple looms to transform single strands of yarn into blankets, rugs and sashes in a great variety of designs. Although modern dyes are sometimes used to create blankets suited to modern tastes, many native weavers continue to produce blankets in the traditional manner, using native dyes of muted colors to fashion designs that are subtle and complex.

Procedures for ordering first day cancellations are as follows:

Customers Affixing Stamps: Customers are urged to purchase the Navajo Art stamps and affix them to their envelopes. Envelopes should be addressed on the right side at least ⅝ of an inch up from the bottom. Stamps should be affixed in the upper right corner, ¼ inch from the top and right edges. Mail covers by October 4 to: CUSTOMER-AFFIXED ENVELOPES, POSTMASTER, WINDOW ROCK, AZ 86515-9991. No remittance is required.

Postal Service Affixing Stamps: Except for affixing stamps and addressing orders, follow the procedures above. Requests for single stamps will be filled with random designs unless specific stamps are requested. The cost is 22 cents for single stamps or 88 cents for blocks of four. Personal checks will be accepted up to the limit of 50 envelopes. Cash should not be sent as payment. Orders must be postmarked by October 4 and addressed: NAVAJO ART STAMPS, POSTMASTER, WINDOW ROCK, AZ 86515-9992.

After local stocks of the items are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–23
Remove after October 4

PLEASE POST ON BULLETIN BOARD

3-Cent Dr. Paul Dudley White Regular Stamp

A 3-cent regular stamp honoring Dr. Paul Dudley White will be placed on sale September 15, 1986, in Washington, DC. Dr. White, one of the founders of the American Heart Association, was one of the world's leading authorities on heart disease. He was a pioneer in the diagnosis, treatment and prevention of diseases of the heart and circulatory system.

Do Not Sell Before September 16, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 100.

Supply. An automatic distribution will be made to post offices with authorized philatelic centers only. Refer to POSTAL BULLETIN 21555, 2–27–86, for automatic quantities being shipped. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices are encouraged to order sufficient quantities to meet philatelic demand.*

Bulk Quantities. Post offices with 950 or more revenue units requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities,* to the Bureau of Engraving and Printing, using ***item number 053.*** Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5 million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring this stamp should requisition them immediately from their designated stamp distribution offices on separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—Marketing Dept., 8–14–86.

BUY U.S. SAVINGS BONDS

Stamps and Stationery Items Removed From Sale

The following stamps and stationery items will be withdrawn from sale at the Philatelic Sales Division on August 31, 1986:

Item No.	Stamps and Items
	Commemorative Stamps
486	22-cent Jerome Kern
487	22-cent Mary McLeod Bethune
492	22-cent Rural Electrification Administration
	Regular Issue and Air Mail Stamps
017	17-cent Rachel Carson
196	44-cent Junipero Serra
	Aerogramme
237	36-cent Landsat
	Postal Cards
A216	14-cent Denom. Charles Carroll
A262	28-cent Denom. Charles Carroll Reply
	Migratory Bird Hunting and Conservative Stamp
314	$7.50 Pintails 1983–84

Any commemorative stamps remaining on hand after August 31, 1986, must immediately be withdrawn from all philatelic outlets and placed on general sale until September 30, 1986. After that date, any remaining stock must be handled in accordance with Handbook F–1, *Financial Handbook for Post Offices,* 553.

Post offices may continue to sell the regular, airmail and stationery items at their regular windows until the stock is exhausted.

The Migratory Bird Stamp must be withdrawn from sale immediately after August 31, 1986, and handled in accordance with Section 553.

The Inspection Service will give attention to this area during audit review.

—Marketing Dept., 8–14–86.

U.S./Sweden/U.N. Joint Philatelic Folder

Philatelic Center employees are to be reminded that "Philately—The International Hobby," U.S./Sweden/U.N. joint folder, ***Item 879,*** will not be sold after September 7, 1986. Therefore, they are encouraged to extensively promote the sale of this item within the next few weeks in order to realize maximum philatelic revenues from a short-term product.

This folder was jointly issued by the United States, Sweden and the United Nations on May 22, 1986, at AMERIPEX '86 (see page 15, POSTAL BULLETIN 21566, 5–15–86). In addition to being sold at AMERIPEX, limited quantities were made available at 135 selected Philatelic Centers and by mail order from the Philatelic Sales Division, Washington, DC 20265–9998.

—Marketing Dept., 8–14–86.

DRUG DEALERS

SHOULD HAVE NO "BUSINESS" IN THE WORKPLACE...

SAY "NOPE" TO DOPE

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21578** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

011018	111073	220109	335048	405075	600073	761278	802516	926872
018115	113059	221065	335055	405076	600213	770084	809033	926874
021081	114092	221080	335077	410022	600380	770123	841109	926877
021159	114107	221100	335086	432208	601054	770272	841189	926903
021222	115835	222105	335111	436069	601083	770283	841212	926921
021259	117146	232100	335174	441425	601233	770377	850414	927143
021325	117151	232117	335189	441466	601239	770426	850447	927289
021368	117204	281046	335197	451023	601241	770501	850449	927304
021455	117235	282125	335253	452056	601372	770512	856010	927331
021462	117253	282181	335283	452057	601604	770526	856014	927373
021559	117347	282187	335315	452276	601651	770592	882074	931888
023024	117368	282208	335361	452328	602025	770657	901405	931937
023027	125007	294138	335571	454110	607099	770710	901467	931950
024013	139007	294159	336042	454132	607570	770770	901513	937201
030631	139008	295059	336108	454146	607597	770842	901518	937205
060033	139014	303586	336111	454150	607637	772158	901569	940281
066060	139015	303611	336139	460006	631349	772159	901634	941145
066080	139016	314536	336193	461006	641209	772160	902391	941307
069264	146027	314543	336259	462191	641257	772161	902400	941350
069343	152167	325078	336308	462208	658129	772162	907221	945246
070574	165032	327060	336413	462211	664100	772163	913135	950141
073032	165038	327081	336602	462213	666101	772164	913327	950169
077511	191321	328101	336626	462215	674100	772165	913382	954090
079376	191405	328117	336852	468072	681204	772166	913424	958133
080004	191431	328130	337060	468077	701502	773031	913451	958139
080011	191435	328148	337074	480335	705006	773033	913454	958144
080016	191460	328164	337096	486032	705008	773034	913483	959007
100415	191506	328168	338106	486034	708259	773035	917022	960014
100749	200392	331146	338107	486053	711084	773060	917135	968215
101015	200417	331183	372196	489034	711276	780051	917518	968220
101283	200423	331303	372231	503149	712144	782229	917567	968221
101587	207023	331487	372256	503167	713040	782251	917666	968226
101724	207074	331529	372257	523007	729034	785090	918001	968227
101872	207081	331573	402105	537024	731287	787273	924064	968229
101938	207083	331582	402155	554540	741410	787309	924077	981422
101969	207089	331626	402176	554543	741485	794088	926658	981482
104023	208053	331633	402278	577032	750111	797132	926660	981503
105019	208063	334037	405054	591150	750668	801017	926664	981548
105031	209005	334042	405063	591190	752522	801028	926740	984061
105032	212233	334216	405064	597500	757122	802032	926758	984071
105033	212238	335019	405066	600029	760274	802505	926765	988018
105034	212256	335034	405072	600032	760337	802512	926866	992157

—Marketing Dept., 8-14-86.

Process Express Mail pouches daily—
Return all surplus to nearest concentration point

IMM Revision

INTERNATIONAL MAIL—MARKING OF SECOND-CLASS PUBLICATIONS

POSTAL BULLETIN 21567, 5/22/86, announced a revision to DOMESTIC MAIL MANUAL (DMM) 453.2, which contains the marking and endorsing requirements for domestic second-class publications. Under the provisions of that change, publishers are now permitted to place the simplified endorsement "Second-Class" in the upper right corner of the address side of the envelope, wrapper, or cover which accompanies their mailing pieces. This modified wording may be used, at the mailer's option, in lieu of the imprints "Second-Class Postage Paid at _____ _____ _____" or, where applicable, "Second-Class Postage Paid at _____ _____ _____ and at Additional Mailing Offices," which were previously required.

Publishers should be advised that this regulatory change is also applicable to international mailings that are paid at the publishers' periodical rate. Accordingly, INTERNATIONAL MAIL MANUAL (IMM) 244.21d and 244.51e, are revised to reflect this new endorsement option, as follows:

244.2 Marking

.21 By Classification. Sender must endorse the address side of all cards, envelopes, wrappers, or packages mailed at printed matter rates, as follows:

* * * * *

d. Publishers' Periodicals (Second-Class Publications)

(1) The endorsement PRINTED MATTER—SECOND CLASS is to be placed on the envelopes or wrappers of second-class publications which are paid for at the publishers' periodical rate by postage stamps or meter stamps.

(2) When postage is paid by means of an advance deposit account, the imprint "Second-Class Postage Paid at _____ _____ _____" or, where applicable, "Second-Class Postage Paid at . . . and Additional Mailing Offices" is to be used.

Note: Under the provisions of DMM 453.2a(3), the simplified endorsement "Second Class" may be placed on the envelope, cover, or wrapper, at the mailer's option, in lieu of either of the above.

(3) When a mailer's application for Second-Class privileges is pending, the imprint "Application To Mail At Second-Class Postage Rates Pending At _____ _____ _____" is to be placed on the international copies, as per DMM 455.2h.

244.5 Makeup Requirements for Publishers' Periodicals

.51 Sortation Requirements

* * * * *

e. Single copies of publications addressed for delivery in CANADA, which are not enclosed in wrappers or envelopes, as provided for in 244.45, must be included in packages that are protected with cardboard, fiberboard, or other protective covering. The package label (facing slip) must bear the following notations:

(1) OPEN AND DISTRIBUTE.

(2) "Second-Class Postage Paid At _____ _____ _____" or, as applicable, "Second-Class Postage Paid At _____ _____ _____ And Additional Mailing Offices." *Note:* Under the provisions of DMM 453.2a(3), the simplified endorsement "Second-Class" may be placed on the package label (facing slip) at the mailer's option, in lieu of either of the above.

These changes in the regulations governing the marking and endorsing of second-class publications mailed to foreign addressees will be reflected in a future revision to the IMM.

—Rates & Classification Dept., 8–14–86.

Protect your back
As you raise that sack,
Just bend your knees,
And you'll lift with ease.

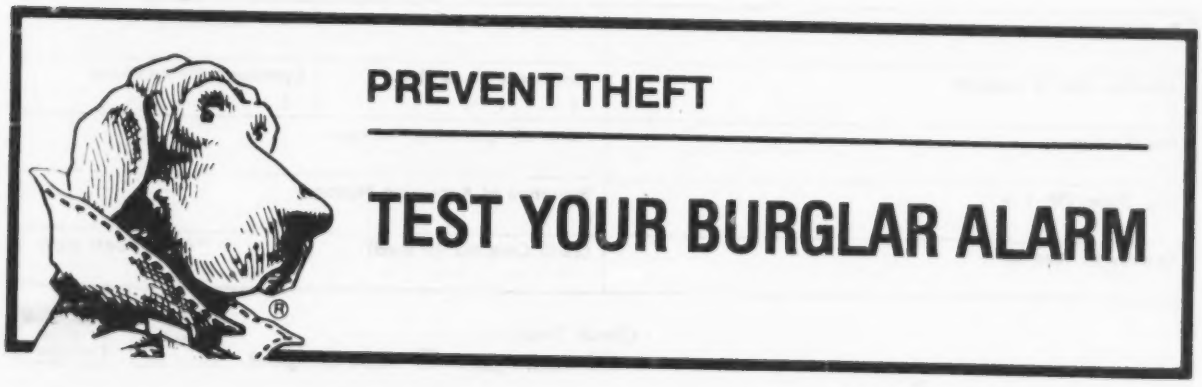
Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001-399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21578 article.

459,203,201 to 3,300
459,219,301 to 9,900
459,831,901 to 2,500
460,008,060 to 8,075
461,137,601 to 7,900
461,170,981 to 1,000
461,304,906 to 5,100
461,393,102 to 3,400
461,757,001 to 7,500
461,882,656 to 3,200
462,378,501 to 8,600
463,196,321 to 6,340
463,221,045 to 1,200
463,312,700 to 2,800
463,792,231 to 2,300
465,721,001 to 1,200
466,469,490 to 9,500
467,078,146 to 8,400
467,224,173 to 4,200
467,229,732 to 9,800
467,245,501 to 6,000
467,246,033 to 6,100
468,399,981 thru 468,400,000
469,281,701 to 1,800
469,899,682 to 9,720
470,922,901 to 3,300
472,349,101 to 9,600
472,395,284 to 5,400
474,094,501 to 4,800
474,155,876 to 5,900
475,972,101 to 2,160
475,977,186 to 7,240
476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
488,553,870 to 4,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
509,073,646 to 5,100
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
513,795,458 to 5,500
515,697,926 to 7,929
515,790,190 to 0,230
515,892,011 to 2,020
516,649,101 to 9,200
516,882,201 to 2,300
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
520,736,961 to 7,000
521,995,972 to 996,008
522,798,708 to 8,800
523,727,009 to 7,100
525,483,962 to 4,000
525,774,402 to 4,600
526,389,501 to 9,600
528,910,726 to 0,900
531,847,601 to 7,700
532,401,823 to 1,900
539,989,721 to 9,800
539,991,061 to 1,100



UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition,* to the Eastern Area Supply Center, Somerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21580

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

NEWARK PUBLIC LIBRARY

PB 21580—August 21, 1986—28 Pages

SEP 8 1986

U. S. GOVT. PUBS.
DEPOSITORY 376

$1.00 Dr. Bernard Revel Regular Stamp

A $1.00 regular stamp honoring Dr. Bernard Revel will be placed on sale September 23, 1986, in New York, NY. Dr. Revel, an innovator in higher education, was the first president of Yeshiva University in New York. He established the university's educational philosophy of combining secular and religious studies.

Do Not Sell before September 24, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 100.
Collector information is on page 13.

Supply. An automatic distribution will be made to post offices with authorized philatelic centers only. Refer to POSTAL BULLETIN 21555, 2-27-86, for automatic quantities being shipped. Those post offices should requisition additional stamps for their regular window transactions. *All other post offices are encouraged to order sufficient quantities to meet philatelic demand.*

Bulk Quantities. Post offices with 950 or more revenue units requiring 50,000 or more stamps should immediately submit Form 3356, *Stamp Requisition-Bulk Quantities,* to the Bureau of Engraving and Printing, ***using item number 091.*** Requisitions must be submitted in the standard ordering quantities for a 100-subject stamp to the maximum of 2.5 million stamps per requisition.

Less-Than-Bulk Quantities. All other post offices requiring these stamps should requisition them immediately from their designated stamp distribution offices on separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—Marketing Dept., 8-21-86.

New Bulk Third-Class Sacking Requirements

All mailers of bulk third-class mail and all Postal Service employees are reminded that August 23, 1986 is the end of the transition period for implementing the new bulk third-class sacking requirements, described in POSTAL BULLETIN 21562, 4-17-86.

Implementation of the new sacking requirements is essential to avoid a strain on sack sorting capacity at Postal Service facilities, during the peak autumn mailing period. A strain on capacity could have negative effects on service and increase sack handling costs. Accordingly, all mailers are expected to be in compliance with the new regulations on August 24, 1986.

All Post Offices have been provided with procedures for accepting bulk third-class mailings after the August 24, 1986, mandatory compliance date. Customers are encouraged to work closely with their local post office when preparing and entering bulk third-class mailings after August 24, 1986. *—Mail Processing Dept., 8-21-86.*

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P1.3:

ELM and P–11 Revision

DUAL APPOINTMENTS

EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 323.6 is being revised to authorize the dual appointment of Rural Carrier Relief (RCR) and Postmaster (PM) Relief/Leave Replacement in casual employee positions. Handbook P–11, *Personnel Operations*, 614.82 will be revised to include RCR and PM Leave Replacements.

RCRs (designation 75–0), and PM Relief/Leave Replacements (designation 58–0), may be appointed to dual positions as casuals to meet operational needs, under the following conditions:

A. Appointment Requirements

1. RCRs and PM Relief/Leave Replacements who are considered for dual appointments as casuals must meet the eligibility requirements for casual employment as provided in Handbook P–11, 261.32, 261.33.

2. Article 7 of the APWU, NALC, and NAPOMH National Agreements provides the definition and use of the supplemental work force. Casuals are limited to two 90-day terms of casual employment in a calendar year. In addition to such employment, casuals may be reemployed during the Christmas period for not more than 21 days. Therefore, RCRs and PM Relief/Leave Replacements may be appointed to dual positions as casuals for only two 90-day terms of casual employment in a calendar year, and a 21-day term of employment during the Christmas period.

B. Pay Administration

1. RCRs and PM Relief/Leave Replacements who are appointed in dual positions as casuals will be paid the appropriate salary rate for work in each position. Any overtime will be paid at the appropriate Fair Labor Standard Act (FLSA) rate. Any FLSA overtime that may be due as a result of combining the weekly hours worked in both positions will be paid as an automatic adjustment the following pay period. Such overtime cost will be charged to the RCR position.

2. When work is performed in both the RCR position and the casual position during the same pay period, separate checks will be issued for the RCR work and the casual work. Work hours will be properly reported for each category and applicable finance number(s).

3. When work is performed in both the PM Relief/Leave Replacement (primary position) and the casual position (secondary position) during the same pay period, only one check will be issued. The check will carry the finance number of the primary position. The total hours and dollars paid for performing in both positions will be charged to the finance number and labor distribution code of the primary position. The casual work hours may be reported as loaned hours from the primary job finance number to the secondary job finance number on Form 1236, *Transfer Loan and Training Hours*.

Note: Refer to ELM 323.615 and Chapter 4 for additional information.

C. Work Schedules

1. RCR and PM Relief/Leave Replacement work schedules as casuals must not interfere with their primary function of providing relief or replacement duties.

2. Tracking work hours for employees who are appointed to dual positions is essential to controlling the payment of FLSA overtime. This is particularly important when work is performed at two different installations. Each installation head must closely monitor work hours and coordinate work schedules.

D. Processing Forms 50

1. Use Nature of Action (NOA) Code 959 (Dual Job Accession) for RCRs who are appointed to dual positions as casuals. The RCR position will remain the primary position (Suffix Code 1); and the casual position will become the secondary position (Suffix Code 2). Refer to Handbook P–11, 614.81.

2. For PM Relief/Leave Replacements who are appointed to dual positions as casuals; complete Form 50–B, *Request for Personnel Action* and use NOA Code 959 (Dual Job Accession). The PM Relief/Leave Replacement will remain the primary position (Suffix Code 1); and the casual position will become the secondary position (Suffix Code 2). Refer to Handbook P–11, 614.81.

3. Use NOA Code 960 (Termination of Dual Position) to terminate the casual position. Refer to Handbook P–11, 614.83.

These changes will be incorporated in future transmittal letters to the ELM and Handbook P–11.—*Employee Relations Dept., 8–21–86.*

Notice to Driver: Drive Courteously; Observe Traffic Regulations; Protect Children

ELM Revision

MEDICAL SERVICES

EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) subchapter 860, *Medical Services,* has been revised to reflect policy and procedural changes as a result of the realignment.

860 Medical Services

861 Scope

861.1 The U.S. Postal Service is committed to establishing a comprehensive occupational medical program consisting of preventive and remedial care designed to deal constructively with health and safety of employees as they relate to the workplace. The program's medical services include:

a. A concerted effort in preventive measures.
b. Care of acute injury or illness.
c. Disability rehabilitation.
d. Evaluation for continuous vocational placement.
e. Coordination with the Employee Assistance Program (EAP) in the identification and diagnosis of substance abuse (drugs and alcohol), including counseling and referral of employees to local community federally-approved drug or alcohol treatment agencies/centers when appropriate.

861.2 The program establishes an overall and uniform approach throughout the Postal Service with respect to occupational health services and health related programs.

862 Policies and Objectives

862.1 Policy. It is the policy of the Postal Service to provide and maintain work environments which are conducive to and promote the good health and safety of all employees. To furnish the highest quality treatment for employees, medical facilities will be staffed with licensed physicians and/or registered nurses, and such other professional medical personnel as is appropriate.

862.2 Objective. To assure a safe and healthful workplace by providing the highest standards of occupational medical care, advice, and treatment. These services will include, but will not be limited to, the following activities:

a. Conducting preemployment medical examinations.
b. Evaluating medical records of applicants and employees.
c. Treating employee injuries and illnesses.
d. Conducting fitness-for-duty examinations.
e. Providing recommendations regarding physical capabilities, limitations, accommodation, and rehabilitation of handicapped employees or applicants.
f. Providing immunization services and participating in community health programs such as: blood pressure, glaucoma, and diabetes surveys, and blood bank programs.
g. Providing preventive medical programs in health counseling, education, and training.
h. Helping to prevent injuries and conserve sick leave.
i. Collecting epidemiologic data to detect statistical trends in occupational illness or injury.

862.3 Medical Facilities

.31 Medical Unit. A medical unit is a unit in a postal facility staffed with a medical officer(s) and nurse(s) who provide medical services within that facility and other offices in the assigned geographic area.

.32 Health Unit. A Health unit is a unit in a postal facility staffed with one or more nurses who provide medical services within that facility.

863 Staffing and Functional Responsibilities
863.1 General

.11 Field Division General Managers/Postmasters implement the Medical Program, and are responsible for ensuring adequate medical staffing at medical and health units. The Field Division medical officer reports to the Field Director, Human Resources. If no medical officer exists in an MSC, the medical officer in the Field Division will provide functional guidance.

.12 Division and MSC boundaries must be observed and maintained in the assignment of a medical officer for the administration of the medical program.

863.2 Staffing

.21 General. The USPS medical staffing consists of a National Medical Director, Service Center Medical Directors, Medical Officers (full-time and part-time), contract physicians, head nurses, and nurses. Licensed technicians are authorized as needed for x-rays, physiotherapy and laboratory functions. (See Handbook P–11, *Personnel Operations,* Chapter 3).

.22 Qualifications. All physicians must have a current unlimited license to practice medicine in a state, District of Columbia, Commonwealth of Puerto Rico, or a territory of the United States. All nurses must have a current RN certification.

863.3 Administrative and Functional Responsibilities

.31 Medical Directors

.311 The National Medical Director (a) plans and develops national policy for the medical program, (b) provides guidance to the Service Center Medical Directors, and (c) evaluates Divi-

sion medical programs. The National Medical Director is administratively responsible to the Director, Office of Safety and Health.

.312 Service Center Medical Directors provide functional assistance to Division medical officers. Service Center Medical Directors are administratively responsible to the Director, Office of Safety and Health.

.32 Medical Officers

.321 Reporting Responsibility. Field Division medical officers are administratively responsible to the Field Director, Human Resources. Medical officers in MSCs within a Field Division are administratively responsible to the Director of E&LR and receive functional guidance from the Field Division Medical Officer.

.322 Premises. Generally, full-time and part-time medical officer's work must be performed on postal premises or under the direction of the Postal Service.

.323 Work Schedules. As specified in 661.42, ". . . An employee may not engage in outside employment or other activity, which will interfere with the duties and responsibilities of Postal Service employment. . . . " Consequently, work schedule requirements appear below.

a. Full-Time Medical Officer. A medical officer who is employed as a full-time physician is usually scheduled to work a minimum of 8 hours per day, 5 days per week.

b. Part-Time Medical Officer. A medical officer who is employed as a part-time physician is usually scheduled to work a minimum of 20 hours per week. Except for occasional changes in the workload, this minimum should be observed. Consideration should be given by local management to the use of contract physician services, if their requirements are generally less than 20 hours per week. Management and the part-time medical officer will establish a mutually agreeable work schedule, normally 4 hours a day, 5 days a week.

.324 Duties. Medical officers perform the following duties:

a. Manage professional services in the medical unit.

b. Provide treatment of employees.

c. Conduct physical examinations and review examinations performed by other physicians outside the Postal Service.

d. Issue standing orders for all the nursing staff in their area of responsibility and where no medical officer is in place.

e. Visit all health units in their assigned area at least every 6 months.

f. Establish medical records.

g. Make rounds on the workroom floor at regular intervals; evaluate working conditions to identify and recommend solutions to potential health and safety problems.

h. Monitor the medical status of employees returned to duty through the rehabilitation program at intervals of 2–4 weeks as indicated.

i. Coordinate with EAP relative to the identification and diagnosis of substance abuse (drugs and alcohol).

j. Maintain a list of approved Drug Rehabilitation Centers. Counsel and refer employees to drug or alcohol treatment agencies/centers in coordination with EAP personnel.

k. Review all serious job-related injuries and fatalities to help determine if a medical condition contributed to the injury or fatality. (See ELM 823.11 & 823.21.)

l. Work with the employee relations staff and coordinate medical activity with safety and injury compensation staffs.

m. Participate in management meetings, particularly those related to safety and health activities.

n. Serve as consultant/expert witness in administrative appeal proceedings, as required.

.33 Contract Physician. A currently licensed physician, under agreement with USPS, designated to perform specified medical services on a fee basis in areas:

a. Where there is no coverage by a postal medical officer;

b. Where the medical officer is on annual or sick leave; or

c. In areas distant from the medical unit for emergencies, i.e., serious injuries or dog bites.

.34 Nurses. Nurses are administratively responsible to the head nurse, if applicable, or to the Manager, Safety and Health Services in a Field Division office. Nurses in an MSC, associate office, or BMC report administratively to the head nurse, if applicable, or to the Sectional Center Director, E&LR, or to the Director of Support in a BMC. Functional direction is provided by a medical officer. The following duties are performed by nurses:

a. Provide professional nursing care to employees.

b. Administer medications at the direction of a physician.

c. Assist medical officer in conducting examinations.

d. Maintain medical records.

e. Counsel and refer employees to EAP personnel and other health related programs. (See Handbook EL–806, *Health and Medical Service,* for additional functional responsibilities and duties.)

f. Additional duties for head nurse are stated in the job description for occupational health nurses.

864 Physical Examinations

864.1 Preemployment

.11 It is mandatory that all applicants for career, temporary, or casual employment have a medical examination before placement, and for conversion to positions with different physical re-

quirements than their present positions. (See Handbook P–11, part 322, for exceptions and scheduling procedures.)

864.2 Examining Physicians

.21 USPS. Postal medical officers perform the examination at a USPS medical unit within reasonable commuting distance from the applicant's home or at the postal installation where employment is sought.

.22 Other. Use of a private physician by an applicant will be at no expense to USPS. All preemployment medical examinations performed by private physicians are reviewed by a conveniently located USPS medical officer or a contract physician. When neither are available, a USPS nurse may review the examination report for completeness.

.23 Determination of Suitability. See Handbook P–11, 324.

864.3 Fitness for Duty (See Handbook P–11, 343.)

.31 A fitness-for-duty examination is required in determining whether an employee is able to perform the duties of the position because of medical reasons, i.e., disability, occupational/non-occupational injury, or illness.

.32 Management can order fitness-for-duty examinations at any time and repeat, as necessary, to safeguard the employee or co-worker. Specific reasons for the fitness-for-duty should be stated by the referring official.

.33 A specific test or consultation may be required in the judgment of the examining medical officer. The indications will be documented as part of the report.

867 General Procedures

867.1 Agreements

.11 Special. The National Medical Director is responsible for the medical specifications of contracts requiring periodic physical examinations for a special category of employees (e.g., PCES) as required by management.

.12 Medical Surveys. Medical surveillance of employees who are exposed to toxic substances, e.g., asbestos and PCBs, is normally negotiated by the Field Division Medical Officer. Such surveys must be coordinated with the Service Center Medical Director.

.13 Contract Physicians. The Field Division medical officer authorizes all agreements and renewals for medical services with contract physicians and/or clinics using Form 7314, *Medical Agreement.* Where there is no Field Division medical officer in place, the Service Center Medical Director will perform this function. The Form 7314 is signed by the Field Division General Manager/Postmaster. This responsibility will not be delegated.

.14 Health Agreements. These agreements are negotiated between the USPS and other Federal agencies to provide medical services to those agencies at USPS facilities. The Division medical officer and facility manager are responsible for approving such agreements.

867.2 Malpractice. Malpractice insurance is not available for postal medical personnel. Representation in civil or criminal proceedings will be provided in accordance with ELM 667.2.

867.3 Preservation of Privacy

Preservation of the privacy of medical records is a direct responsibility of the medical officer/nurse. (See Handbook El–806, Chapter 2.) In facilities where no medical personnel are assigned, the medical officer will arrange with the installation head to properly secure the medical records. Where there is no medical officer the Service Center Medical Director will perform this function.

867.4 Medical Training (See ELM 740.)

.41 The USPS authorizes training for employees to upgrade or maintain proficiency in their current positions.

.42 Continuing medical education is encouraged by:

a. Attendance at seminars and medical meetings to improve the professional skills of medical officers and nurses in occupational medicine.

b. CPR (training with annual re-certification) is required for all medical personnel. This training will be at Postal Service expense.

.43 Requests for medical training by medical personnel are to be submitted through the employee's supervisor to the appropriate approving official at the installation.

867.5 Conflict of Interest

.51 Full-time medical personnel must not accept any postal employee as a private patient. Medical personnel are defined as physicians, nurses, and other professional personnel. This rule applies to new patients and does not affect physician/patient relationships that were in existence prior to the issuance of this subchapter. The exception is where an existing private relationship creates an actual conflict of interest as defined in ELM 661.42, in which case the relationship must be terminated.

.52 Postal medical officers who are treating postal employees in the scope of their duties may not refer employees to their private practice or a relative. Relative is defined in Handbook P–11, 312.323.

.53 Part-time and contract medical personnel may treat postal employees privately within the bounds of the general ethical conduct standard (661.42) which provides that outside employment

may not interfere with the duties and responsibilities of postal service employment. Specifically, part-time or contract medical personnel may not:

a. Serve as the private physician to, or treat in private practice, postal employees sustaining occupational injuries or illnesses.

b. Continue to treat postal employees for a non-job-related injury or illness when the employee initially sought treatment while the physician, nurse, etc., was acting in an official capacity with the Postal Service.

These revisions will be incorporated in the next transmittal letter of the ELM.

—Employee Relations Dept., 8–21–86.

POST-1956 MILITARY SERVICE CREDIT DEPOSITS

I. BACKGROUND

Information and guidelines concerning Post-1956 military service credit deposits were published in Postal Bulletins 21371, 9–30–82; 21391, 2–17–83; 21416, 8–11–83; 21423, 9–29–83; 21435, 12–8–83; 21554, 2–20–86; Notice 203, April 1983 and on page 15 of this Postal Bulletin under the heading National Retirement Counseling System.

II. ACCRUING INTEREST

The law provides for an interest-free grace period after which interest is accrued and compounded annually. Interest for employees subject to the Civil Service Retirement System will be charged starting October 1, 1986 or 3 years from the initial date of appointment under CSR.

A. *Pre-October 1, 1983*

Employees who were first employed under the CSR system before October 1, 1983 will have interest added to any unpaid post-1956 military deposit as of October 1, 1986. Since interest is accrued and compounded on an annual basis, the first calculation of interest for these employees will be made on the Interest Accrual Date (IAD) of October 1, 1985, but will be computed and applied only to the *unpaid balance* as of September 30, 1986.

B. *Post-September 30, 1983*

For employees who were first employed under CSR after September 30, 1983, the IAD is the third anniversary date of the employee's first appointment subject to CSRS. For example, the IAD for an individual first employed under the CSRS on October 16, 1983, is October 16, 1986. If such an individual has a balance due in his military deposit account as of the close of business on October 15, 1986, interest will be charged for the period running from October 16, 1985, through October 15, 1986, and annually, thereafter. No interest is charged when an account balance is paid in full before the IAD.

C. *Rate of Interest*

The interest rate for post-1956 service credit deposits is a variable rate. This variable rate is determined every year by the Secretary of the Treasury on the basis of the average yield of investments purchased by the CSR Fund during the previous calendar year. The interest rate for 1985 was 13% and for 1986, the rate is 11.125%.

D. *Method for Computing Interest*

In computing interest for a post-1956 military service deposit, the beginning and ending dates will generally not coincide with the calendar year. Generally, two different interest rates will be used in the interest computation. Each rate will apply to the portion of the year-long interest computation period which falls in the calendar year related to that particular rate.

III. VERIFYING CSR APPOINTMENT DATE

A. *Incorrect Dates*

A substantial number of military deposit accounts appear to have incorrect *"first appointment under CSR"* dates for the employee's. This is a result of erroneous dates entered in Item 7 of PS Form 2805, Military Deposit Worksheet. The form was revised in May 1986 to clarify the appropriate date to be entered in Item 7. Employing offices should use the May 1986 edition and destroy the previous edition.

B. *Verification Lists*

The PDCs will be forwarding lists to each division for distribution to each postal installation within the division that identify every employee who has an active military deposit account with the PDC. Installations will be required to verify the "first appointment under CSR date" for every employee on the list.

The correct date for this purpose is the initial date of appointment under CSR. If the date listed is incorrect, the correct date must be entered on the list. This is of utmost importance because this date will be the basis for determining the IAD and proper interest computation for that particular employee. *Divisions must ensure that all lists are returned to the Manager of the Retirement Branch of the appropriate PDC no later than September 19, 1986.*

—Employee Relations Dept., 8–21–86.

Pile sacks evenly to avoid damage and to conserve space

NATIONAL STAMP COLLECTING MONTH SPECIAL DIE HUBS

Postmasters of the 65 offices listed below are requested to use their National Stamp Collecting Month special cancellation die hubs from September 1 through October 31, 1986, to promote this year's program. They should be used on Mark II and M-36 facer-canceler machines, which process the heaviest volume of mail.

In addition to the die hubs distributed from 1981 through 1985, each of the listed offices will receive a new one in the near future. Each shipment will include instructions on its use. The new die hubs carry the message, "Celebrate National Stamp Collecting Month," promoting the 1986 theme, "Celebrate a Century of Organized Stamp Collecting in the United States." As in previous promotions, all of the National Stamp Collecting Month die hubs must be withdrawn from use after October 31 and securely stored for future use.

The offices which have the die hubs are:

Birmingham, AL 35203-9998
Phoenix, AZ 85026-9998
Los Angeles, CA 90052-9998
Sacramento, CA 95813-9998
San Diego, CA 92199-9998
San Francisco, CA 94101-9998
San Jose, CA 95101-9998
Santa Ana, CA 92711-9998
Oakland, CA 94615-9998
Van Nuys, CA 91409-9998
Denver, CO 80202-9998
Hartford, CT 06101-9998
Washington, DC 20013-9998
Jacksonville, FL 32203-9998
Miami, FL 33152-9998
Tampa, FL 33630-9998
Atlanta, GA 30304-9998
Des Moines, IA 50318-9998
Indianapolis, IN 46206-9998
Chicago, IL 60607-9998
North Suburban, IL 60199-9998
South Suburban, IL 60499-9998
Louisville, KY 40231-9998
Boston, MA 02109-9998
Baltimore, MD 21233-9998
Prince Georges, MD 20790-9998
Detroit, MI 48233-9998
Royal Oak, MI 48068-9998
Minneapolis, MN 55401-9998
St. Paul, MN 55101-9998
Kansas City, MO 64108-9998
St. Louis, MO 63155-9998
Charlotte, NC 28228-9998
Omaha, NE 68108-9998
Camden, NJ 07102-9998
Newark, NJ 08101-9998
North Jersey, NJ 07099-9998
Albany, NY 12212-9998
Brooklyn, NY 11202-9998
Buffalo, NY 14240-9998
Hicksville, NY 11802-9998
New York, NY 10001-9998
Rochester, NY 14692-9998
Queens, NY 11351-9998
Westchester, NY 10550-9998
Cincinnati, OH 45234-9998
Cleveland, OH 44101-9998
Columbus, OH 43216-9998
Oklahoma City, OK 73125-9998
Tulsa, OK 74103-9998
Portland, OR 92708-9998
Harrisburg, PA 17105-9998
Philadelphia, PA 19104-9998
Pittsburgh, PA 15219-9998
Southeastern, PA 19399-9998
Providence, RI 02904-9998
Memphis, TN 38101-9998
Dallas, TX 75260-9998
Houston, TX 77201-9998
San Antonio, TX 78284-9998
Salt Lake City, UT 84199-9998
Northern Virginia, VA 22081-9998
Richmond, VA 23232-9998
Seattle, WA 98109-9998
Milwaukee, WI 53203-9998

—Philatelic Marketing Div., 8-21-86.

Orange airmail bags are used for priority mail. Process them regularly. Ship them to the concentration point nearest your installation.

POST OFFICE CHANGES NUMBER 14

[Supplemental to 1986 National Five-Digit ZIP Code and Post Office Directory]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	011500	36013	AL	Cecil	Montgomery		Post Office	5–20–86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Cecil, AL 36013 as last line of address.
NEW	015390	36013	AL	Mathews	Montgomery	Cecil	Place Name	5–20–86	
OLD	012970	36737	AL	Farmersville	Lowndes		Post Office	5–20–86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Farmersville, AL 36761 as last line of address.
NEW	015580	36761	AL	Minter	Lowndes	Farmersville	Place Name	5–20–86	
OLD									Establish city delivery at Howey in the Hills, FL.
NEW	114140	32137	FL	Howey in the Hills	Lake		Post Office	2–01–86	
OLD									New ZIP Code assigned to Delivery Area.
NEW	118925	33635	FL	Tampa	Hillsborough	Town'n Country (New Delivery Area).	Classified Branch	7–01–86	
OLD									New ZIP Code assigned to Delivery Area.
NEW	118925	33634	FL	Tampa	Hillsborough	Hilldale (New Delivery Area).	Classified Station	7–01–86	
OLD									Establish city delivery at Yalaha, FL.
NEW	119720	32797	FL	Yalaha	Lake		Post Office	2–01–86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	142900	96733	HI	Kahului	Maui	Dairy Road	Box unit	7–01–86	
OLD	151950	83230	ID	Conda	Caribou		Post Office	7–01–85	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Conda, ID 83830 as last line of address.
NEW	158350	83230	ID	Soda Springs	Caribou	Conda	Place Name	7–01–85	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	167416	62794	IL	Springfield	Sangamon	Main Office (Post Offices Boxes).	Post Office	6–01–86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	199713	67278	KS	Wichita	Sedgwick	Southeast (Post Office Boxes).	Classified Station	7–01–86	
OLD	204960	41450	KY	Maggard	Magoffin		Post Office	8–22–86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Maggard, KY 41450 as last line of address.
NEW	206816	41448	KY	Salyersville	Magoffin	Maggard	Place Name	8–22–86	
OLD	205580	41355	KY	Ned	Breathitt		Post Office	8–24–86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Ned, KY 41355 as last line of address.
NEW	264052	41339	KY	Jackson	Breathitt	Ned	Place Name	8–24–86	
OLD	206296	41654	KY	Price	Floyd		Post Office	6–30–86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Price, KY 41656 as last line of address.
NEW	203732	41636	KY	Hi Hat	Floyd	Price	Place Name	6–30–86	
OLD	206428	41251	KY	Redbush	Johnson		Post Office	6–30–86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Redbush, KY 41219 as last line of address.
NEW	202788	41219	KY	Flatgap	Johnson	Redbush	Place Name	6–30–86	

POST OFFICE CHANGES NUMBER 14—Continued

[Supplemental to 1986 National Five-Digit ZIP Code and Post Office Directory]

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	207868	41856	KY	Ulvah	Letcher		Post Office	6-30-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Ulvah, KY 41731 as last line of address.
NEW	201740	41731	KY	Cornettsville	Letcher	Ulvah	Place Name	6-30-86	
OLD	214446	70746	LA	Iberville	Iberville		Post Office	8-01-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Iberville, LA 70776 as last line of address.
NEW	217787	70776	LA	Saint Gabriel	Iberville	Iberville	Place Name	8-01-86	
OLD	231908	21624	MD	Claiborne	Talbot		Post Office	8-08-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Claiborne, MD 21624 as last line of address.
NEW	238082	21624	MD	Saint Michaels	Talbot	Claiborne	Community Post Office.	8-08-86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	338815	07474	NJ	Wayne	Passaic	Main Office (Post Office Boxes).	Post Office	7-01-86	
OLD	350915	11717	NY	Brentwood	Suffolk	West Brentwood	Classified Branch	8-01-86	Branch Name changed.
NEW	350915	11717	NY	Brentwood	Suffolk	Edgewood	Classified Branch	8-01-86	
OLD									FPO established.
NEW	355825	09599	NY	New York	New York	FPO 09599	Classified Branch	9-01-86	
OLD	358515	13846	NY	Treadwell	Delaware		Post Office	8-15-86	Post Office discontinued. Establish as a Community Post Office. Retain ZIP Code. Use Treadwell, NY 13846 as last line of address.
NEW	352985	13846	NY	Franklin	Delaware	Treadwell	Community Post Office.	8-15-86	
OLD									Establish Community Post Office.
NEW	403472	97028	OR	Government Camp	Clackamas	Timberline Lodge	Community Post Office.	8-01-86	
OLD	472304	37323	TN	Decatur	Meigs	Big Spring	Community Post Office.	1-31-86	Community Post Office and ZIP Code discontinued. Retain as Place Name.
NEW	472304	37322	TN	Decatur	Meigs	Big Spring	Place Name	1-31-86	
OLD	485710	79058	TX	Masterson	Moore		Post Office	5-31-86	Post Office discontinued. Establish as a Place Name. Retain ZIP Code. Use Masterson, TX 79058 as last line of address.
NEW	481625	79058	TX	Channing	Moore	Masterson	Place Name	5-31-86	
OLD									Classified Station and ZIP Code established.
NEW	497174	84605	UT	Provo	Utah	East Bay	Classified Station	1-01-87	
OLD									New ZIP Code assigned to Delivery Area.
NEW	499588	84088	UT	West Jordon	Salt Lake		Post Office	1-01-87	
OLD	552232	26835	WV	Dorcus	Grant		Post Office	8-15-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Dorcus, WV 26847 as last line of address.
NEW	556306	26847	WV	Petersburg	Grant	Dorcus	Place Name	8-15-86	
OLD	553618	26368	WV	Hebron	Pleasants		Post Office	8-01-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Hebron, WV 26346 as last line of address.
NEW	552520	26346	WV	Ellenboro	Pleasants	Hebron	Place Name	8-01-86	

22-Cent T.S. Eliot Commemorative Stamp

The 22-cent T.S. Eliot commemorative postage stamp will be placed on sale September 26, 1986, in St. Louis, MO. T.S. Eliot was an American born British poet, playwright and critic. He dominated the course of poetry and ideas of poetry between World Wars I and II and among the many honors bestowed upon him was the Nobel Prize for literature in 1948.

Do Not Sell Before September 27, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 50.
Will be published in a future bulletin.

Supply. All post offices will receive their standard automatic-distribution quantity for a 50-subject commemorative stamp. Since the total quantity of this stamp will be distributed automatically, *supplemental requisitions will not be honored at the* Bureau of Engraving and Printing ***for item 409.***

Stamp distribution offices requiring additional stamps may order them from their Regional Accountable Paper Depositories using separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.* All other post offices requiring additional stamps should immediately requisition them from their stamp distribution office on separate Forms 17A.—*Marketing Dept., 8–21–86.*

Area Supply Centers Requisitioning Delays

The physical inventories for supplies and repair parts will be taking place between September 12–26, 1986, at the Area Supply Centers. Installations could experience a delay in receiving their ordered supplies/repair parts during this time frame. Extreme emergency requisitioning may be submitted during this period.

—*Procurement and Supply Dept., 8–21–86.*

Reminder

Requisitioning of Supplies From the Western Area Supply Center

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

On March 3, 1986, all postal installations served by the Western Area Supply Center were authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. Accordingly, offices should maintain no more than a 1-month level of supplies.

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—*Procurement & Supply Dept., 8–21–86.*

Reminder

International Mail— Insurance for Parcel Post

All acceptance employees are reminded that customers who want to insure international parcel post must complete Form 2966–A, *Parcel Post Customs Declaration,* or Form 2966–B, *USA Parcel Post Customs Declaration and Dispatch Note.* It is particularly important that the information concerning insurance is completed on these forms.

Currently, Form 2966–A only requires the weight, postage, and insured value in U.S. dollars to be entered by the acceptance clerk.

Form 2966–B (the shaded area of the form) requires the following:

1) The insured amount must be written in words.

2) The insurance number.

3) The weight expressed in pounds and ounces.

4) The insured amount expressed in U.S. dollars, gold francs, and SDR's.

5) The amount of postage.

The insured amount is converted from U.S. dollars to gold francs and SDRs by referring to the Conversion Table, Appendix C in the INTERNATIONAL MAIL MANUAL.

Customs declarations must be complete in order to avoid unnecessary delay in the country of destination.

—*Rates & Classification Dept., 8–21–86.*

Copyright material has been

deleted; not available for

Microfiche Edition.

Dr. Paul Dudley White Regular Stamp

A 3-cent Great Americans Series stamp honoring eminent cardiologist Paul Dudley White will be issued on September 15 in Washington, D.C.

Christopher Calle based his design for the single-colored blue stamp on a photograph of Dr. White taken in 1969 by Fabian Bachrach.

White, the son of a family physician, was born in Roxbury, Massachusetts, in 1886. He earned his M.D. from the Harvard Medical School in 1911 and became a teaching fellow there in 1914.

Following the death of his sister from rheumatic fever, he embarked on a lifelong study of the heart and circulatory system. For decades a leading authority on cardiovascular disease and a pioneer in its diagnosis, treatment and prevention, White is today recognized as the "Father of American Cardiology."

During a half century of medical practice, Dr. White observed thousands of cardiac cases and conducted numerous studies in the field. He was one of the first to use the electrocardiograph, and his research did much to speed the development of new diagnosis and treatment procedures. His book, *Heart Disease*, first published in 1931, was regarded as a standard text on the subject.

Following President Eisenhower's collapse from a heart attack in 1955, White was called in as a consultant to the attending physicians. Because of his candor and ability to discuss the President's condition in terms that laymen could understand, he quickly became spokesman for the group.

While reassuring the nation of the President's recovery, White also took the opportunity to educate the nation on the risks of heart disease. To a large degree, his warnings led to a heightened interest in nutrition, exercise and general prevention that continues to grow today.

Paul Dudley White died in Boston on October 31, 1973.

Procedures for ordering first day cancellations are as follows:

Customers Affixing Stamps: Customers are urged to buy stamps and affix them to their covers. At least 19 cents additional postage must be affixed to meet the minimum First-Class rate for letters. Uncanceled stamps issued prior to September 15 may be used for that purpose. Envelopes to which stamps issued after September 15 are affixed will be returned unserviced. Envelopes should be addressed on the right side at least ⅛ of an inch up from the bottom and mailed by October 15 to Customer-Affixed Envelopes, Dr. Paul Dudley White Stamp, Postmaster, Washington, DC 20066–9991. No remittance is required.

Postal Service Affixing Stamps: The Postal Service will affix stamps when requested to do so, and will use one Dr. Paul Dudley White stamp and one 20-cent Fire Pumper stamp to meet the minimum First-Class rate. The cost is 23 cents per envelope, and personal checks in the exact amount will be accepted up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment. Orders must be postmarked by October 15 and addressed to Dr. Paul Dudley White Stamp, Postmaster, Washington, DC 20066–9992.

A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–24
Remove after October 15

PLEASE POST ON BULLETIN BOARD

Copyright material has been

deleted; not available for

Microfiche Edition.

Dr. Bernard Revel Regular Stamp

A $1.00 stamp honoring Dr. Bernard Revel, scholar and educator, will be issued on September 23 in New York City.

The stamp design is based on a portrait of Revel provided by Yeshiva University, which is celebrating its centennial anniversary. Dr. Revel served as Yeshiva's president for 25 years until his death in 1940. During his tenure, enrollment at Yeshiva increased tremendously, and today the university boasts a student body of 7,000 members.

Under Revel's leadership a high school, the Talmudical Academy, Yeshiva College and a graduate school of higher Jewish learning for the training of rabbinic leaders and teachers were established as adjuncts to the Rabbi Isaac Elchanan Theological Seminary in New York City.

A highly regarded Talmudic scholar, he implemented an innovative curriculum which combined Jewish studies with a secular program emphasizing the arts, sciences and humanities. His efforts enabled thousands of Jewish immigrants to adapt to their new land while continuing their traditional religious education.

Revel came to the United States in 1906. He studied first at the Rabbi Isaac Elchanan Theological Seminary and then at the University of Pennsylvania. After receiving a master of arts degree from New York University, he aquired a doctor of philosophy degree from Dropsie College in Philadelphia. He became a United States citizen in 1912, and in 1915 he was named president of Yeshiva, where a graduate school now is named in his honor.

Procedures for ordering first day cancellations are as follows:

Customers Affixing Stamps. Customer are urged to buy stamps and affix them to their covers. All covers must be addressed on the right side at least ⅝ of an inch up from the bottom. Insert a filler of postal card thickness in each envelope and mail covers by October 23 to Customer-Affixed Envelopes, Dr. Bernard Revel Stamp, Postmaster, New York, NY 10016–9991. No remittance is required.

Postal Service Affixing Stamps: The Postal Service will affix stamps when requested to do so. Mail orders by October 23 to Dr. Bernard Revel Stamp, Postmaster, New York, NY 10016–9992. The cost is $1.00 for each stamp requested submitted. Personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payments.

A Philatelic Catalog, **listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, D.C. 20265–9997.**

USPS Stamp Poster 86–25
Remove after October 23

PLEASE POST ON BULLETIN BOARD

NATIONAL RETIREMENT COUNSELING SYSTEM

A. Semi-annual Annuity Estimates

The National Retirement Counseling System (NARECS) provides, on a semiannual basis, computer generated annuity estimates for employees eligible for optional retirement.

The semiannual printouts of the Annuity Estimate (Report No. AAF–240P1) will be distributed during the week of August 25, 1986. When the annuity estimates are available, employing offices are to advise employees who are eligible to retire of the availability of the printouts by posting a general announcement on bulletin boards or through employee newsletters. Do nothing that would be viewed as coercing an employee to retire. Optional retirement is a purely personal decision on the employee's part.

B. Retirement Counseling

In advising employees of their annuity estimates, emphasize that it is only an estimate and the Office of Personnel Management (OPM) computes the official annuity rate after retirement.

Personnel with retirement counseling responsibilities should make every effort to provide information and retirement counseling to eligible employees considering retirement. Such information should prove helpful in making their transition into retirement a smooth one. In addition to a complete explanation of the information on the annuity estimate (amount of retirement, terminal leave payment, health and life insurance, etc.) and other pertinent information, please advise retiree eligibles of the following:

1. *Commencing Date of Optional Retirement*

a. The retirement law provides that annuities based on optional (voluntary) retirement will commence on the first day of the month after separation (or the first day of the month after the employee's last day in a pay status), provided the age and service requirements for annuity eligibility are met. The retirement law also provides that for those who voluntarily retire on day 1, 2, or 3 of the month, annuity will begin either on the day after separation or the day after the last day in a pay status provided the service and age requirements for eligibility to an immediate annuity are met. For example, if the employee retires on October 3, and the last day in pay status is October 3, annuity will begin on October 4; if retirement is October 3, and the last day in pay status is October 1, annuity will begin October 2. However, if the employee retires anytime between October 4 and October 31 (and the last day in pay status is in October), the annuity will begin November 1.

b. Employees should carefully consider the retirement law's provisions concerning the commencement date of annuities in selecting their retirement date. Also they should weigh the advantages and disadvantages of the effective date of retirement on leave accrual (terminal leave lump-sum payment) and the other relevant factor.

2. *Deposit for Post-1956 Military Service*

An individual who was first employed under the Civil Service Retirement System on or after October 1, 1982, will not receive CSR credit for post-1956 military service unless a deposit for the military service is made to the CSR Fund. An individual who was first employed under the Civil Service Retirement System before October 1, 1982, has the option of either (a) making the deposit for post-1956 military service or (b) receiving credit as in the past and having the annuity recomputed at age 62 to eliminate the post-1956 military service if the individual is eligible for Social Security.

Post-1956 military service deposits for those hired under the Civil Service Retirement System will have interest added to any unpaid deposit as of October 1, 1986. *No interest will be charged for a deposit paid in full by September 30, 1986. Employees currently having payroll deductions made for a post-1956 deposit are reminded that the last payroll deduction credited to the employee's military deposit account prior to October 1, 1986, will be made in Pay Period 19.* Employees first employed under the Civil Service Retirement between September 30, 1983 and December 31, 1983 will not have interest added to their unpaid balances until 3 years from their initial appointment date, for example, an employee first hired on November 15, 1983 will not have interest added to any unpaid post-1956 military deposit account until November 15, 1986.

The interest rate for post-1956 service credit deposits is a variable rate. This variable rate is determined each year by the Secretary of the Treasury on the basis of the average yield of investments purchased by the CSR Fund during the previous calendar year. The interest rate for 1985 was 13% and for 1986, the rate is 11.125%.

Employees hired on or after January 1, 1984 who are currently under the CSR/Social Security System will be subject to the new Federal Employees Retirement System (FERS) which becomes effective January 1, 1987. OPM is responsible for developing regulations for administering FERS. Employees who will be mandatorily subject to FERS and who wish to pay the post-1956 military deposit should wait until these regulations are published. Employees who will be mandatorily covered by FERS and who have completed paying the military deposit may be entitled to a refund of the difference between the 7% required under CSR and the 3% required under FERS. OPM is currently developing regulations in this regard which will be issued as soon after receipt

as possible. Employees who will be subject to FERS and are currently paying a deposit at the 7% rate rather than the lower rate required under FERS may (a) complete the deposit and await OPM regulations governing refunds, or (b) terminate the withholding until OPM publishes procedures for accepting deposits under FERS.

Installations heads must ensure that the revised notice to all employees which appears on page 17 of this bulletin is posted on all bulletin boards in a prominent place and remains there until suspended. This bulletin board notice replaces the one which appeared in Postal Bulletin 21554, 2–20–86, page 9.—*Employee Relations Dept., 8–21–86.*

SF–46 OBSOLETE

The Office of Personnel Management has replaced the traditional SF–46, *U.S. Government Motor Vehicle Operator's Identification Card,* with the OF–346 (same title). See example below.

All licensing requirements which previously applied to the SF–46 also apply to the OF–346. However, there is no need to replace current SF–46s with the new form; replace with the new form as the employee's SF–46 expires.

OF 346 11/85 USOPM FPM Chapter 930	**U.S. Government Motor Vehicle Operator's Identification Card**		Card No.	Restrictions		
Name of Operator *(Not Transferable)*		Sex	Signature of Operator *(Not valid until signed)*	QUALIFIED TO OPERATE		
				Type Vehicle and/or Equipment	Capacity	Qualifying Official
Date of Birth	Social Security No.		Name and Location of Issuing Unit			
Height	Weight	Hair Color	Eye Color			
			Signature and Title of Issuing Official	OTHER RECORDS *(Optional)*		
Date Issued	Date Expires					
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.						
				NSN 7540–00–634–3999		50346–101

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

Notice to All Employees

CIVIL SERVICE RETIREMENT

Service Credit Deposits For Post-1956 Military Service

The Omnibus Budget Reconciliation Act of 1982 (Public Law 97-253) established new requirements for credit for Post-1956 military service for Civil Service Retirement (CSR) purposes. The law distinguishes between employees employed before and after October 1, 1982.

Employed Before October 1, 1982

Individuals who first became employed in a position under the CSR System before October 1, 1982, have the option of either (1) making the deposit for post-1956 military service or (2) receiving credit as in the past (without making the deposit) and having their annuity recomputed at age 62 to eliminate post-1956 military service if they are eligible for Social Security old-age or survivor benefits. Included are individuals who were, previous to October 1, 1982, covered under the CSR System and again employed under the CSR System on or after October 1, 1982.

Employed on or After October 1, 1982

Individuals who first became employed under the CSR System on or after October 1, 1982, will receive credit for their post-1956 military service only if a deposit for the military service is made.

Individuals hired under the dual retirement system on or after January 1, 1984 who will be mandatorily subject to the new retirement system (FERS) will receive credit for their post-1956 military service only if a deposit is made under FERS.

Amount of Deposit

The deposit under CSR will be 7 percent of basic military pay received, plus interest accruing after a grace period. The interest-free grace period ends either **September 30, 1986,** or within 3 years after the date the individual first becomes employed in a position under the CSR System.

For individuals mandatorily subject to FERS the deposit will be 3% of basic military pay. The interest-free grace period will extend until either January 1, 1989 or 2 years after the initial appointment, whichever is later.

Payment Procedures

Employees who wish to make service credit deposits for their post-1956 service may elect, at their option to make such deposits in either a lump-sum payment, installment payments, or through payroll deductions.

Employees who wish to make a service credit deposit should evaulate their own individual situation to determine whether such deposits would prove advantageous.

Employees interested in making such a deposit should contact their personnel office for additional instructions.

Instructions regarding deposits under the FERS will be distributed upon receipt from OPM. Individuals who will be mandatorily covered by FERS and wish to make post-1986 military deposit should wait for further instructions.

NOTE: Once an employee has made a service credit deposit, only the Office of Personnel Management has the authority to refund service credit deposits.

PLEASE POST ON ALL BULLETIN BOARDS

All Post Offices With Rural Delivery

SPECIAL COUNT OF MAIL ON SELECTED RURAL ROUTES

In accordance with the provisions of the USPS–National Rural Letter Carriers' Association (NRLCA) 1984 National Agreement, a special count of mail on selected rural routes must be conducted from September 17 through 30, 1986. This is a two week count and only one PS Form 4241, *Rural Delivery Statistics Report,* must be completed and submitted to the appropriate Postal Data Center (PDC) at the conclusion of the count.

Mail counts must be conducted in accordance with the provisions of Chapter 5 of Handbook M–37, *Rural Delivery Carriers Duties and Responsibilities.* Previously published changes to these instructions are reprinted in a separate article on page 20 of this bulletin. Chapter 5 was updated by transmittal letter 2 dated 5–1–83 and by POSTAL BULLETIN 21457, 5–10–84, and 21471, 8–16–84.

Postal managers in offices where special counts will be conducted must be provided with rural route count training as necessary.

NRLCA State Stewards must be notified of the date, time and locations of any Management Sectional Center (MSC) Special Count training sessions that will be conducted in their state. Each State Steward will be allowed Administrative leave to attend one of these sessions. State Stewards will be allowed to attend other MSC Special Count training sessions in their state provided that they take approved annual leave or LWOP.

Mail count procedures and instructions must be discussed with supervisors and rural carriers involved in the special count of mail no later than September 2, 1986. Managers must be instructed to review Chapter 5 of the M–37.

Per Article 9, Section 2.C.13 of the USPS–NRLCA National Agreement, all routes which have experienced substantial route adjustments including route consolidations involving a service change of four (4) hours or more since their last official mail count, and those which experienced 240 minutes in substantial service changes normally attributed to growth since their last official mail count, will be counted during this period provided the changes were effective by the end of Pay Period 17–86.

In addition, any route which has not been counted and has experienced 120 minutes or more of salary changes due to substantial services changes or route adjustments, and the box density of the route has been increased to twelve (12) or more boxes per mile, will be counted in accordance with the L route provisions contained in the National Agreement (page 96, #7).

This year there are two additional special mail count criteria. In the Rural Route Review process, where routes are identified as having 120 minutes of additional incremental volume or 240 minutes of substantial service changes and incremental volume combined, special mail counts are authorized in accordance with the procedures outlined in the review instructions.

Immediate steps must be taken to identity those rural routes eligible for a special count.

Form 4239, *Count of Mail (Rural Route),* must be completed daily for each route. The totals must be transferred from this form to the Form 4241, *Rural Delivery Statistics Report,* on a daily basis. Form 4239 will be utilized during the entire count. The postmaster or supervisor will be responsible for the completion of the daily Form 4239 and transfer of the information to the Form 4241.

In accordance with Section 522.32 of the M–37, the carriers must be given an opportunity to review Form 4241 before being requested to sign.

At offices where counts are to be conducted, all Forms 4241 must be completed, reviewed and submitted to their respective MSC by close of business October 14.

Note to MSCs: **Do not hold these forms at the MSC until all the forms have been completed. Submit forms to the PDC as soon as they are reviewed.**—*Delivery Services Dept., 8–21–86.*

Insured mail must bear the complete Names, Addresses, and ZIP Codes of Sender and Addressee

All Post Offices With Rural Delivery

Handbook M-37 Revisions

Handbook M-37, *Rural Delivery Carriers Duties and Responsibilities,* was revised in POSTAL BULLETIN 21457, 5-10-84, and 21471, 8-16-84. These revisions are being reprinted to ensure that post offices use correct procedures during the special mail count of selected rural routes being conducted September 17-30. The revisions are as follows:

525 Mail Count Forms

* * * * *

525.12 Worksheet for Counting

* * * * *

q. Column R—Other Suitable Allowance

(1) A reasonable time allowance may be claimed for unusual conditions or for other services rendered on a daily or weekly basis that are not accounted for under the normal work functions. This does not include time for vehicle breakdowns. Items for which time is claimed under this heading must be authorized by management and must be of a recurring daily or weekly nature. Weekly safety talks should be conducted and the actual time required (usually five minutes per week) recorded in Column R.

* * * * *

(7) A credit of 1 minute per compartment per week will be given for collection compartments located in centralized delivery equipment. This credit must be entered on the sixth and twelfth days of the mail count in Column R and explained in the Comments section. The collection compartment is not to be counted and entered as a centralized box in the "centralized boxes block." Mail collected from these compartments must be treated as collection box mail. Do not count or enter this mail in Column M, Letter Size and Flats Collected. Credit will also be given for parcel post locker receptacles. The credit, 2 minutes for each parcel post receptacle per week, will also be entered on the sixth and twelfth days of the mail count in Column R.

(8) All entries in Column R require justification in Comments section.

Future revisions of this handbook will incorporate these changes.

—Delivery Services Dept., 8-21-86.

We have mailbags, many, 'tis true: But to get their full use depends solely on you.

Inspection of Rural Routes

All rural routes must be inspected in conjunction with, or just prior to, the Special Count of Mail on selected rural routes, which will be conducted from September 17-30, 1986.

A PS Form 4248, *Rural Route Annual Inspection Report,* must be completed for each route whether or not the route is scheduled for a special count of mail. It will be necessary to make a pen and ink correction to the September 1984 edition of this form. The Intermediate Offices question (answer blocks 51 and 52) must be changed to read "Number of Intermediate Offices Served." The instructions issued by Headquarters in August 1984 must be used in the completion of this form. The definition, purpose, and frequency of this inspection are found in Chapter 5 of Handbook M-37, *Rural Delivery Carriers Duties and Responsibilities.*

After completing Forms 4248, delivery units must send the copy of each form marked "Postal Data Center (PDC)" to their respective Management Sectional Center (MSC).

MSCs must ensure that a Form 4248 is properly completed for each rural route in the MSC. When this has been accomplished (not later than October 15), MSCs must submit the PDC copies of all Forms 4248 to:

U.S. Postal Service
Address Information Center
Attn: Rural Delivery Project
6060 Primacy Parkway, #101
Memphis, TN 38188-0001

—Delivery Services Dept., 8-21-86.

DMM Revision

Box Rent Payment Policy

Effective immediately, the DOMESTIC MAIL MANUAL (DMM) 951.2 is revised to allow the acceptance of post office box rental payments of up to 90 days in advance of the due date. Rental payments of more than 90 days in advance may be accepted at the discretion of the Postmaster or Station or Branch Manager.

The DMM is revised as follows:

951.2 Rental Fees

* * * * *

.275 Renewal of Service. Boxholders, during the last ninety days of their rental period, may pay their rent for the ensuing period(s). Rental payments of more than ninety days in advance may be accepted at the discretion of the Postmaster or Station or Branch Manager. Boxholders paying group 1 or 2 fees may pay rent for their next one or two semi-annual periods. Boxholders paying group 3 fees must pay for a full annual period.

—Department of the Controller/ Rates & Classification Dept., 8-21-86.

Posters—"The new Postal Service. We're changing."

In late August all post offices and classified stations and branches will be receiving two posters on the theme, "The new Postal Service. We're changing."

The posters are entitled "We're taken for granted" and "We move mountains for you."

Posters are to be prominently displayed in LOBBY and WORKROOM areas from time of receipt through September 1986.

Because these posters are being distributed automatically to post offices, they will not be stocked in the supply centers.

—Communications Dept., 8-21-86.

Form Revision

Form 1769, *Accident Report,* Revision

A. *Revised Items.* Form 1769 has been revised. Major changes to the form include:

1. The use of NCR (no carbon required) paper which will result in black copies instead of blue; thereby, allowing for better duplication.

2. The revised data elements for the following items:

a. Item 8, *Meets Serious Accident Reporting Requirements,* was changed to read: *Was On-Site Investigation Conducted by Immediate Supervisor?*

b. Item 19, *Was Accident Under Repair or Construction?,* was changed to read: *Route/Schedule Operation Number.*

3. Previous "reserved" items with the following assigned data elements:

a. Item 34, *Area of Impact.*

b. Item 50, *Was Employee On Overtime Status?*

c. Item 55, *LDC Code.*

d. Item 60, *Is A JSA On File?*

e. Item 61, *Preventive Action.*

4. Revised instructions for Item 24, *Item Causing Actual Damage or Injury,* to include approximately 24 additional codes for mechanized equipment.

B. *Use.* The revised form must not be used until the beginning of fiscal year (FY) 1987, September 27, 1986. Use the revised form (edition date, June 1986) to report all accidents which occur on or after FY 1987. Use the current form (edition date, February 1984) for all accidents which occur prior to FY 1987 and are reported for FY 1986.

C. *Distribution and Supply.* A supply of the revised form will be automatically distributed to all Divisions, sectional centers, bulk mail centers, and independent post offices. Divisions and sectional centers are responsible for making subsequent distributions to their associate offices. Additional copies of this form will be available at the area supply centers in September.—*Office of Safety & Health, 8-21-86.*

DMM Revision

Bulk Bound Printed Matter

Effective August 17, 1986, Section 723.21, DOMESTIC MAIL MANUAL, is revised to clarify postage computation procedures for matter which is mailed at the bulk bound printed matter rates. The clarification specifies that mailers may use the formula and data, provided in Exhibit 711.2a, to compute postage to four decimal places, and round postage up to three decimal places (up to the next tenth of a cent). Mailers who do not wish to use the formula and data provided in Exhibit 711.2a to compute the bulk bound printed matter postage may, as a convenience, use the applicable rates in Exhibits 711.2b and 711.2c.

Chapter 7—Fourth-Class Mail

* * * * *

720 Classification

* * * * *

723.2 Bulk Bound Printed Matter

* * * * *

.21 Requirements. The bulk bound printed matter rates are applied to mailings of 300 or more pieces of fourth-class bound printed matter of identical weight and size. When postage is paid by permit imprint, mailings of pieces of nonidentical weight may only be made at bulk zone rates when authorized by the Rates and Classification Center (RCC) serving the office of mailing, in accordance with 145.8 or 145.9. If the applicable piece rate is affixed to each piece, pieces of nonidentical weight may be mailed at the applicable bulk rates if the mailing meets all applicable bulk rate requirements. Mailers who have been authorized by the RCC (serving the office of mailing) to pay the bulk bound printed matter rate for nonidentical weight pieces by permit imprint or meter stamp may compute the postage by using the following formula: Using Exhibit 711.2a, section B, multiply the weight of each piece by the applicable per pound zone rate, then add the applicable piece rate to the pound rate. The postage may be rounded up to three decimal places (up to the next tenth of a cent). Mailers who do not wish to use a formula to compute the bulk bound printed matter postage may use the applicable rates in Exhibits 711.2b and 711.2c.

* * * * *

This change will be incorporated in a future revision of the DMM.

—Rates & Classification Dept., 8-21-86.

INTELPOST

All Personnel Processing Mail For Dispatch Abroad

FOREIGN ORDER NO. 171

Keep all foreign order notices for use as reference.

A tentative *Lottery Order* has been issued against the following:

CANADA

Kenaston International
P.O. Box 48820
595 Burrard Street
and
Victoria Radley
P.O. Box 48820
595 Burrard Street
Vancouver, B.C.

Kenaston International
P.O. Box 23800
Vancouver AMF
and
Henry Forrest
P.O. Box 23800
Vancouver AMF
Vancouver, B.C.

Granger of Canada
P.O. Box 46500
3760 W. 10th Ave.
and
Robert Julen
P.O. Box 46500
Postal Station G
3760 W. 10th Ave.
Vancouver, B.C.

Final order. The tentative *Lottery Order* issued against the following has become final:

CANADA

Santex International
P.O. Box 4800
349 W. Georgia St.
and
Ruth Danvers
P.O. Box 4800
349 W. Georgia St.
Vancouver, B.C.

C.I.C. Agencies Ltd.
P.O. Box 997
Postal Station A
Kelowna, B.C.

CANADA—Continued

Kenaston International
P.O. Box 80400
6025 Sussex St.
and
K. J. Willard
P.O. Box 80400
6025 Sussex St.
Burnaby, B.C.

Bastion Services
P.O. Box 2680
349 W. Georgia Street
and
Edith Chapin
P.O. Box 2680
349 W. Georgia Street
Vancouver, B.C.

Rainbow Services
65 East Mall
and
William Charles II
65 East Mall
Toronto, Ontario

Westbury International
P.O. Box 4800
349 W. Georgia St.
and
Patrick Dorand
P.O. Box 4800
349 W. Georgia St.
Vancouver, B.C.

HONG KONG

Tribune Publishing Corporation
T.S.T.P.O. Box 91441
Kowloon, Hong Kong

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 8–21–86.*

MAINTENANCE BULLETINS

From March 15, 1986, through June 6, 1986, the following *Maintenance Bulletins* were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Date	Subject
MMO-13-86	3-24-86	Cooling Fans, Replacement and Maintenance
MMO-14-86	3-17-86	UBM SPLSM Bushing Installation on Gate Frame Assembly; ECBD 86-E015
MMO-15-86	3-24-86	M-36 Die Shaft Assemblies
MMO-16-86	4-11-86	PSDS Floor Scale Controller Transmit Switch Replacement
MMO-17-86	4-14-86	BMC Chain Lubricators, Air Relief Valve Replacement
MMO-18-86	4-14-86	Automated Dispatch Systems, Serial Numbers 0580 through 0631, 1986 Buy (512 Series)
MMO-19-86	4-18-86	Eddy Current Testing of Central Chiller Evaporator and Condenser Tubes
MMO-20-86	4-18-86	Material Safety Data Sheet M3 Database
MMO-21-86	4-18-86	Defective Motor Follower and Terminal Assembly on Model PCM-21 Postal Commodity (Vending) Machine (OEM 140-7013, NSN 3550-00-000-8830)
MMO-22-86	4-21-86	Parts Availability for Computer Assisted Keyboard Trainers (CAKT I and II)
MMO-23-86	4-21-86	Empty Switch Covers for Commodity Vending Machines, Models PCM-21, 21-CE-64, and 21-CE-72
MMO-24-86	4-25-86	MPFSM Console Clutch/Brake Assembly (New Design, ECBD 83-E052)
MMO-25-86	5-16-86	Elimination of NDCBU Lock (Item 0910C) from Supply Inventory
MMO-26-86	5-16-86	Field Repair of Equipment Using Metric Nutsert Threaded Inserts
MMO-27-86	5-15-86	Electrical Bonding of ACDCS, Continuous Flow Systems (CFS) to Decrease the Cold Weather Static Problem
MMO-28-86	5-23-86	Rerouting of Burroughs OCR/CS Stacker Drive Motor Wires
MMO-29-86	5-23-86	Back Angle Adjustment Failures on MPLSM, CFS, and General Clerical Use Chairs Manufactured by DataStor, Inc., Contract 104230-85-V-H038
MMO-30-86	6-5-86	Interim ECA OCR/CS Maintenance Criteria

MODIFICATION WORK ORDERS

Number	Date	Subject
MWO-5-86	4-25-86	STI Mercury Wetted Relay PCB, ECBD 86-E085
MWO-6-86	5-26-86	MPFSM 775 Turn-End Interlock Switch Modification ECBD 86-E059
MWO-7-86	5-26-86	MPFSM 775-End Modules Jam Reduction Modifications ECBDs 84-E111 and 84-E112

SOFTWARE MODIFICATION ORDERS

Number	Date	Subject
SMO-3-86	4-13-86	Computerized Forwarding System; Software Release M5.02, ECBD #86-5026
SMO-4-86	4-25-86	GMS Software, ECBD 85-S212
SMO-5-86	5-30-86	Computer Forwarding System (CFS); Software Release N1.03 (ECBD 86-S161)

—Engineering and Technical Support Dept., 8-21-86.

Orange airmail bags are used for priority mail. Process them regularly. Ship them to the concentration point nearest your installation.

Second-Class Mail—*Vogue* Magazine

The September, October and November issues of *Vogue* magazine weigh between 1 and ½ and 3 pounds per copy. *Vogue* magazine is a palletized and plant loaded mailing.

Process and deliver *Vogue* expeditiously to meet our service commitments for surface preferential mail. The following are the mailing dates by issue.

Issue	Mailing dates
September	8/19–8/24
October	9/16–9/21
November	10/14–10/19

—Mail Processing Dept., 8–21–86.

Telephone Numbers for the Eastern Area Supply Center

Numerous telephone calls are being received through the switchboard at the Eastern Area Supply Center. This has resulted in some inconvenience and many calls transferred.

For those offices on the PEN system, the telephone numbers to call for requisition problems are 440–2211 or 440–2213. You will receive faster service and reduce the number of commercial calls that must be handled.

—Procurement and Supply Dept., 8–21–86.

City Directory Listings

Post offices receiving requests for employee listings, or for updating existing lists having to do with city directories, are reminded that all such requests should be forwarded to the USPS Records Officer, Room 8121, 475 L'Enfant Plaza, SW, Washington, DC 20260–5010. See ADMINISTRATIVE SUPPORT MANUAL 352.415.

—Records Office, 8–21–86.

Wanted Circulars Canceled

Destroy the following Wanted Circulars:
JOHN ESLIE WISER; issued 05/30/85
MARCY RAMOS LUNA; issued 04/24/84
STUART OAKES; issued 06/01/83
CLAUDE LEE KEENAN; issued 06/26/84
ERICA BENNETT; no date of issue.

—Inspection Service, 8–21–86.

Shortcuts used to logon to a computer system can be shortcuts to a security violation. Do not store Logon ID's and passwords using "record and playback" type features on terminals or other automation equipment. Passwords must be maintained as confidential and must be supplied personally each time a system access is required. Refer to Management Instruction AS850-85-1, issued 01-10-85.

Encourage mailers to attach a slip to articles enclosed in parcels showing name and address of sender and addressee

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21578 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
271 186 6453 to 6463
279 022 5467 to 5499
280 255 8618 to 8647
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 336 2000 to 2499
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru 297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru 300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
301 424 3477 to 3499
302 000 0000 thru 302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 389 9242 to 9299
349 615 0000 to 0099
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
363 965 7892 to 7999
364 467 6102 to 6199
364 826 1081 to 1099
365 693 4200 to 4299
365 842 7960 to 7999
365 997 7565 to 7699
366 205 2072 to 2099
366 772 6702 to 6799
366 998 7669 to 7681
367 303 6006 to 6099
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
368 371 3923 to 3999
368 854 6200 to 6299
369 674 8141 to 8199
369 718 3783 to 3799
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

ELM Revision

UNIFORM AND WORK CLOTHES PROGRAM

The purpose of this article is to announce revisions to the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 583, *Authorized Uniforms and Combinations of the Regular Uniform and Work Clothes Program.* The following provides details and explanations of the changes to both programs:

I. Work Clothes Program

The Work Clothes Program currently provides for the purchase of light blue shirts. However, effective October 1, 1986, dark blue shirts also will be authorized for purchase.

II. Regular Uniform Program

A. Warm Weather Shirt. A shirt designed for use with the warm weather uniform has been designed for delivery and other personnel specified in ELM 583.1 (a), (b), and (d). The shirt has a finished bottom and is designed to be worn *outside* of the trousers which will allow air to circulate under the shirt and provide more comfort during hot weather. This shirt is not to be worn tucked in or worn with any outer garment (e.g., sweater, jacket, etc.) except raingear. The shirt also has been designed with three pockets; it has one pocket over the left breast area and two at the bottom edge of the garment (one on each side).

Note: This garment was originally scheduled for release on September 1, 1986; however, technical problems in manufacturing the patterns for this garment has caused a delay in production. Therefore, this item will be authorized for reimbursement effective November 1, 1986.

B. Raingear. It was previously announced in POSTAL BULLETIN 21509, 4–11–85, that the rain cape would be discontinued effective December 1, 1987. However, a decision was made to continue the authorization of this item indefinitely. It will continue to be authorized for purchase after December 1, 1986.

C. Footwear. The provisions are as follows:

1. *Specifications.* New specifications have been developed for footwear worn by USPS personnel under this program. According to these specifications, soles and heels for all footwear must meet certain slip-resistant standards; boots must also meet certain water-resistant standards. The new specifications also require tie-type shoes with a minimum of four pairs of eyelets.

2. *Identification.* To help employees and supervisors clearly identify the footwear as meeting USPS specifications, each item will be labeled on the outside with a small black tag with green lettering which reads "SR/USA". *This tag must not be removed.* All footwear purchased after December 31, 1986, must meet the new specifications (except the tag requirement). Footwear purchased after May 2, 1987, must bear the identification tag.

3. *Vendor Certification.* Vendors are required to certify that all uniform items meet USPS specifications. Accordingly, vendors must certify that all footwear, which is sold between January 1 and May 2, 1987, meets the new USPS specifications. The only footwear which may be worn after December 31, 1987 is that which is manufactured according to the new specifications.

D. Cold Weather Cap. A knit "watch cap" with a face mask is a new item which has been added to the cold weather uniform. This cap is designed with the USPS emblem on the cuff and may be worn with the face mask either covering the face or folded inside. Installation heads may still authorize the use of the current face mask, in conjunction with other headgear, if sever climatic conditions warrant.

Reminder: Employees may submit their suggestions, complaints, and observations concerning uniforms and work clothes, through appropriate channels, i.e., the Labor Relations Department USPS Headquarters or their union representatives, to the National Joint Labor Management Uniform Control Committee.

The above provisions will be incorporated in the appropriate sections of ELM 583 in a future transmittal letter.—*Labor Relations Dept., 8–21–86.*

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
OH, E. Cleveland 44112–4165.	Mail Order Inc., 1199 Carlyon	Work at home/envelope stuffing plans.
CT, Greenwich 06836–9990	Met Pharmacal Corp., P.O. Box 2554	The sale of Reduce—All 2020.

—*Judicial Officer, 8–21–86.*

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21579** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

018115	105034	221100	335253	441466	601372	770501	850447	927304
021081	111073	222105	335283	451023	601604	770512	850449	927331
021159	113059	232100	335315	452056	602011	770526	856010	927373
021222	114092	232117	335361	452057	602025	770592	856014	931888
021259	115835	281046	335571	452276	607099	770657	882074	931937
021325	117146	282181	336042	454110	607570	770710	901405	931950
021368	117235	282208	336108	454132	607571	770770	901467	937201
021455	117253	294138	336111	454146	607597	770842	901513	937205
021462	117347	294159	336139	454150	607637	772158	901518	940281
021559	117368	295059	336193	460006	631185	772159	901569	941145
023024	125007	297009	336259	461006	631337	772160	901634	941307
023027	139007	303586	336308	462191	631349	772161	902391	941350
024013	139008	303611	336413	462208	658129	772162	902400	945246
030631	139014	314536	336602	462211	658136	772163	907221	950141
060033	139015	314543	336626	462213	664100	772164	913327	950162
066060	139016	325078	336852	462215	666101	772165	913382	954090
066080	146027	327060	337060	468072	674100	772166	913424	958133
069264	152167	327081	337074	468077	701502	773031	913451	958144
069343	165038	328101	337096	480335	705006	773033	913454	959007
070548	191321	328117	338106	486032	705008	773034	913483	960014
070574	191405	328130	338107	486034	708259	773035	917022	968178
073032	191431	328148	358150	486053	711084	773060	917135	968209
077511	191435	328164	372196	489034	711276	780051	917518	968215
079376	191460	331146	372231	503149	712144	782229	917531	968220
080004	191506	331183	372256	503167	713040	782251	917567	968221
080011	200417	331303	372257	523007	729034	785090	917666	968226
100749	200423	331487	386012	551198	731287	787273	918001	968227
101015	207023	331573	402105	554540	741410	787309	924064	968229
101118	207074	331582	402155	577032	741485	794088	926660	972290
101283	207081	331626	402176	591150	750111	797132	926664	981422
101454	207083	331633	402278	591190	750668	801017	926740	981482
101587	207089	334037	405054	597500	752522	801028	926758	981503
101724	208053	324216	405063	600029	757122	802032	926765	981548
101872	208063	335019	405064	600032	760274	802505	926866	984061
101938	209005	335048	405066	600073	760337	802512	926872	984071
101969	212233	335055	405072	600213	770084	802516	926874	988018
104023	212238	335077	405075	600380	770123	809033	926877	992157
105019	212256	335086	405076	600613	770272	841109	926903	997078
105031	220109	335111	410022	601054	770283	841189	926921	997107
105032	221065	335174	432208	601239	770377	841212	927143	
105033	221080	335197	436069	601247	770426	850414	927289	

—Marketing Dept., 8-21-86

Be sure that the appropriate ZIP Code is entered on Form 3575, Change of Address Order

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. **Missing Issues.** To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. b. **Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition,* to the Eastern Area Supply Center, Somerville, NJ 08877-9991. c. **Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 d. **Address Changes.** Same as 1-c.	a. **Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 b. **Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. c. **Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. d. **Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

F 21581

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21581—August 28, 1986—12 Pages

Treasury Department Checks

September Social Security supplemental income checks and VA compensation and pension checks normally delivered on the first of the month are scheduled to be delivered on **Friday, August 29.**

The supplemental security income checks will be released to the Postal Service by the Austin, Birmingham, Chicago, Kansas City, Philadelphia and San Francisco Financial Centers (AFC, BFC, CFC, KFC, PFC, SFC) and the VA Compensation and Pension checks will be released by the AFC. The envelopes will bear the legend:

> Postmaster: Requested delivery date is the 29th day of the month.

NEWARK PUBLIC LIBRARY SEP 9 1986 U. S. GOVT. PUBS. DEPOSITORY 376

The civil service annuity, public debt interest and railroad retirement checks are to be delivered on **Tuesday, September 2.** The railroad retirement checks will be released from AFC, BFC, CFC, KFC, PFC and SFC. The civil service annuity and public debt interest checks will be released from the CFC. The envelopes will bear the legend:

> Postmaster: Requested delivery date is the 1st day of the month or the 1st delivery date thereafter.

Postmasters and supervisors are asked to plan to complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 8–28–86.*

Penalty Mail Improper Addressing of Business Reply Mail

Numerous instances of improperly addressed Penalty Business Reply Mail continue to be reported to the Official Mail Accounting Branch at Postal Service Headquarters. Government agencies are still using Penalty Business Reply Mail to originate correspondence through the mails rather than for reply purposes. Furthermore, the address of an individual or non-governmental organization is being shown on many Penalty Business Reply Mail envelopes instead of the address of an authorized government agency as required by DOMESTIC MAIL MANUAL, 137.276g(2).

Return to the sender all Penalty Business Reply Mail which has been inappropriately prepared as originating mail. If the location of the sender cannot be determined, the mail must be treated in accordance with the provisions of DOMESTIC MAIL MANUAL, 159.412i.

—*Department of the Controller, 8–28–86.*

Rates and Classification Centers

The addresses of the five (5) Rates and Classification Centers (RCCs) and their telephone numbers are as follows:

Rates and Classification Centers

Eastern Regional Area

Rates and Classification Center, Office of Classification and Rates Administration, 1845 Walnut Street, Philadelphia, PA 19196–9599, Telephone: (215) 496–6156 PEN 496–6156.

Northeastern Regional Area

Rates and Classification Center, Office of Classification and Rates Administration, 1633 Broadway, New York, NY 10095–9599, Telephone: (212) 330–4178 PEN 330–4178.

Southern Regional Area

Rates and Classification Center, Office of Classification and Rates Administration, 1407 Union Avenue, Memphis, TN 38166–9599, Telephone: (901) 722–7419 PEN 722–7419.

Central Regional Area

Rates and Classification Center, Office of Classification and Rates Administration, Main Post Office Building, 433 West Van Buren Street, Chicago, IL 60698–9599, Telephone: (312) 765–5290 PEN 765–5290.

Western Regional Area

Rates and Classification Center, Office of Classification and Rates Administration, 850 Cherry Avenue, San Bruno, CA 94096–9599, Telephone: (415) 742–4060 PEN 742–4060.

—*Rates & Classification Dept., 8–28–86.*

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P1.3:

USPS National Training and Development Conference

The first USPS national training and development conference is in the planning stage. It is being planned by, and for, USPS training and development employees. Details are outlined below.

I. Purpose

The theme of the conference is "Making It Work!" and its purposes are to (a) provide continuing educational opportunities for the training and development staff; (b) enhance the professionalism of USPS training systems; (c) provide a forum for learning how others manage the training and development functions; and (d) meet training needs which have been identified by field managers.

II. Scope

The conference is being designed for a representative training and development audience from the following job categories:

A. Field Directors, Human Resources
B. Managers, Employment and Development
C. Directors, Employee and Labor Relations
D. Managers, Training
E. Postal Employee and Development Center (PEDC) Managers
F. Senior PEDC Staff
G. Employee Development Specialists
H. Affirmative Action Coordinators

III. Features

A. The conference is being sponsored by the Office of Training and Development (OTD), Employee Relations Department. However, workshop and presentation planning is a joint effort by field and headquarters employees. These employees are currently planning workshops and presentations in the following areas:

1. Training Efforts and Innovations.
2. Career/Employee Development.
3. Management and support of the Training and Development Functions.
4. Skills Improvement for Training and Development Professionals.

B. Also featured will be some successful programs which are currently being conducted by various PEDCs.

IV. Dates/Location/Enrollment

The conference will be held December 8–10, 1986, at the William F. Bolger Management Academy in Potomac, Maryland. Enrollment information will be forwarded to Field Directors, Human Resources, in September.

—Office of Training and Development, 8–28–86.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 172

Keep all foreign order notices for use as reference.

TENTATIVE ORDER

A tentative *Lottery Order* has been issued against the following:

CANADA

Empress Marketing
Box 80565
6025 Sussex
Burnaby, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.*—Judicial Officer, 8–28–86.*

Retroactive Pay Increase—Nurses

As a result of the 1986–1990 Contractual Agreement between the United States Postal Service and the National Postal Professional Nurses affiliated with the Mail Handlers Division of the Laborers' International Union of North America, AFL–CIO, a retroactive salary adjustment will be included in the salary checks for eligible employees on September 19, 1986.

The payment will represent a salary increase of $500.00 retroactively from March 15, 1986 (Pay Period 07–86), through July 4, 1986 (Pay Period 14–86).

For those eligible employees who opted to roll in the $1,456 COLA accrued under the 1983 Agreement, the basic pay will be increased by $1,456 and the COLA reduced by that amount retroactively from June 7, 1986 (Pay Period 13), through July 4, 1986 (Pay Period 14–86). Federal Tax, FICA, Medicare, Retirement and Optional Insurance, if applicable, will be withheld. Employees who opted for the COLA roll-in will have retirement withholdings withheld for the $500 basic increase and the $1,456 COLA that was rolled into basic pay.

—Office of Payroll Systems, 8–28–86.

**Watch out for the other guy—
He decides whether you live or die**

Handbook PO-502 Revision

MAIL TRANSPORT EQUIPMENT OPERATING AND SUPPLY PLANS

The reorganization has caused changes in Postal Service operating policies concerning mail transport equipment. These changes affect Headquarters, the regions, divisions, MSCs, associate offices, and the Transportation Management Service Centers. Effective immediately, Handbook PO-502, *Container Methods*, is revised as follows:

130 FUNCTIONAL RESPONSIBILITIES AND RELATIONSHIPS

131 POLICY

The Senior Assistant Postmaster General, Operations Support Group, establishes policy for managing all aspects of mail transport equipment (MTE).

132 USPS HEADQUARTERS

132.1 Responsibilities

The Assistant Postmaster General for Mail Processing, through the General Manager of the Mail Transport Equipment Division (MTED), establishes guidelines, enforces policy, provides management support and instructions on the operation, transportation, distribution, inventory storage and reporting of MTE. The position of Area Mail Transport Equipment Specialist (AMTES) has been established. The personnel who fill these positions will be domiciled at selected Transportation Management Service Centers (TMSCs). These positions (2 per region) will provide guidance to TMSCs and other field units in all aspects of the MTE program.

132.2 Distribution

.21 Nationwide distribution of empty MTE depends on information contained in the Equipment Inventory Reporting System (EIRS), various customer-oriented programs, and MSC/BMC Supply Plans. In order to provide for effective MTE distribution, the MTED must maintain liaison with Headquarters Procurement and Supply Department and all regions, TMSCs, Mail Transport Equipment Centers (MTECs), repair centers, and MTE concentration centers.

.22 The MTED coordinates the dispatch of empty MTE between regions with the Area Mail Transport Equipment Specialists. The AMTES, in turn, coordinates the dispatch of MTE with the Transportation and Equipment Specialists within his area.

132.3 Inventory

.31 The Mail Processing Department must ensure that an adequate national inventory of MTE exists and is properly managed. EIRS is designed to assist in this function. Based on divisional recommendations, Headquarters establishes which postal organizations and mailers will submit reports to the EIRS.

.32 The MTED reviews the inventory of MTE stored in the MTECs (postal or contract installations). The MTED directs the Mailbag Repair Centers to expedite the repair and return to service of specific MTE.

132.4 Storage

MTED must evaluate the locations of major storage facilities based on regional requirements and transportation patterns. Any recommendation to adjust the locations will be made through the General Manager, MTED. The MTED determines what equipment is appropriate for storage in a MTEC.

132.5 Reporting

The General Manager, MTED, establishes the procedures for reporting empty MTE inventories. Headquarters specialists monitor the reports of the EIRS. When necessary, those specialists instruct field personnel on the use of the system.

132.6 Audits

Headquarters personnel may make unannounced visits to audit MTE operations, inventory levels, and processing operations at USPS facilities. The Headquarters Mail Processing Department will establish the guidelines for all MTE audits.

132.7 Supply and Operating Plans

The AMTES will combine the plans from the TMSCs in their areas into an Area Operating and Supply Plan for their respective areas. A copy of this plan and each semiannual update is to be forwarded to the MTED.

132.8 Other

The MTED establishes requirements for the design, development, testing and procurement of new and/or modified MTE. It must also review and approve any publication, handbook, user's guide, operating instructions, or other such information on containers and containerization practices that may be produced by the TMSCs or Divisions.

133 TRANSPORTATION MANAGEMENT SERVICE CENTER

133.1 Responsibilities

The Manager of the TMSC, through the AMTES and the Transportation and Equipment (T&E) Specialist, manages the daily MTE levels within the TMSC area. The T&E Specialist assists in planning the transportation and distribution of empty MTE in the TMSC area. Additionally, the T&E Specialist lends assistance in planning, implementing, and maintaining MSC/BMC Supply Plans.

133.2 Transportation

The TMSC coordinates the transportation of empty MTE and monitors the actual dispatch and/or arrival of any large quantity of empty MTE within the TMSC area.

133.3 Distribution

Based on Division Supply Plan data, the TMSC maintains the flow of MTE between divisions within the TMSC area. The TMSC redistributes MTE within its area in response to Division or MSC/BMC Supply Plans, inventory reports, equipment requirements, and internal emergency equipment requests. The TMSC, through the Area Mail Transport Equipment Specialist, assists in distribution of MTE beyond the TMSC's boundaries.

133.4 Inventory

The TMSC enters Inventory Standards for each EIRS facility within its area for all appropriate equipment types into the EIRS. The standards are based on MSC/BMC Supply Plans. In addition, the TMSC enters equipment movements, receipts, audit reports, and when necessary, facility MTE status into the EIRS. The TMSC monitors all transactions and equipment inventory reports.

133.5 Reporting

The TMSC manager must monitor the data input concerning MTE in the TMSC area. The T&E Specialist must ensure that the designated reporting facilities enter their equipment transactions into the EIRS accurately and promptly. Unassembled MTE is to be included in EIRS reports.

133.6 Audit

The TMSC managers must ensure that comprehensive MTE inventory audits are conducted at all MSCs, BMCs, warehouses, and large mailers (i.e., those mailers that report directly into EIRS and those which appear in the MSC/BMC Supply Plan) within their area under the guidelines provided in 340 and Appendix B.

133.7 Operating and Supply Plans

.71 The TMSC generates its own Area Operating and Supply Plan based on the divisional plans within its area.

.72 Each plan must indicate shortages or surpluses of equipment by both equipment type and quantity. Sources of supply and redistribution of any excess MTE must be documented to the extent possible. The plan must provide for each facility's or customer's needs and for the redistribution of inventory to effectively meet those needs without causing a shortage or a surplus of MTE.

.73 All plans need review and updating *at least semiannually*. If major changes occur in customer operations, mailing patterns, etc., the plans must be changed immediately.

134 DIVISIONS

134.1 Responsibilities

.11 The Division General Manager will appoint a division MTE coordinator to manage the divisional needs on a day to day basis, coordinate MTE activities within the division, prepare the Divisional Operating and Supply Plans, and forward completed plans to the serving TMSC for review.

.12 The Division General Manager must take the necessary actions to correct deficiencies in the program as indicated by data supplied through the TMSC or Headquarters.

.13 The Division General Manager and staff must provide management oversight to the MTE program. Particular emphasis should be directed towards the elimination of "rainbow" equipment and at maintaining "unworked equipment" at a minimum.

134.2 Transportation

The division MTE coordinator manages the transportation of empty MTE and monitors the actual dispatch and/or arrival of empty MTE within the division area.

134.3 Distribution

.31 The division MTE coordinators will first attempt to satisfy the MTE needs of their division by using EIRS to review the division's MTE balances by location and arranging the redistribution of MTE inventory within the division area as necessary. If the coordinators cannot meet the needs of the division internally, the coordinators will contact the serving TMSC to request additional MTE from other sources. The coordinators will also contact the serving TMSC to obtain destinations for surplus MTE.

.32 The TMSC will attempt to first supply needs from within the TMSC area and will advise the division coordinator of the action taken. The TMSC will advise the AMTES of surplus MTE.

.33 If the TMSC cannot locate enough MTE to meet the needs of its service area, it will contact the AMTES who will review MTE availability within the service area. If the AMTES cannot meet the equipment needs of the area with equipment from that area's facilities, the AMTES will contact Headquarters MTED for assistance. The AMTES will seek destination for surplus MTE from the MTED.

.34 Disputes will invariably arise concerning MTE needs. The AMTES through the TMSC manager is authorized to function as the final arbitrator in disputes arising between division management and T&E Specialists within the AMTES's area.

134.4 Reporting

The division manager is responsible for all MTE reporting in the division area. The MTE coordinator must ensure that the designated reporting facilities enter their equipment transactions into the EIRS accurately and promptly. Unassembled equipment and equipment stored in warehouses must be included in the EIRS report of the facility responsible for the equipment/warehouse.

134.5 Audits

In addition to those audits specified in subchapter 340, each manager *must* regularly audit the EIRS to determine if each facility is entering the information on a timely basis.

134.6 Operating and Supply Plans

.61 Postal facility and mailer Operating and Supply Plans are essential to the success of the decentralized management of MTE resources. See 320 and 330 for instructions on how to prepare them.

.62 The division manager will combine individual facility and/or mailer Operating and Supply Plans into a master plan for the division. This central plan will help control requirements and surpluses. It will also help maximize inventory turnaround, minimize stockouts, and promote cost effective usage of MTE within the division's area.

134.7 Training

TMSCs and the AMTESs will coordinate or provide necessary training for the personnel in their area.

134.8 Hoarding

MTE is a valuable and essential postal resource. It is managed by different organizations within the Postal Service, but this resource is owned by the entire organization. It is imperative that facility managers use only that portion of the total available MTE that their facilities and customers need so that all facilities and customers have enough on hand to meet their needs. Do not overstock this equipment. Managers must plan for their needs and use only what they need.

135 MSCs AND BMCs

135.1 Organizational Responsibility

.11 The facility manager (i.e., MSC Manager, BMC Manager) must manage, administrate, determine the application of, and control MTE within his jurisdictional area. He must meet, on a daily basis, the equipment needs of Mail Processing, Customer Services, associate offices, stations, branches and major mailers located in the facility's area.

.12 Specifically, the facility manager must comply with all Headquarters, TMSC, and Divisional directives and instructions; perform the level of planning described in Chapter 3; ensure safe and efficient use of containers and containerization methods within the facility; and take necessary action to correct deficiencies in the program indicated by data supplied through Mail Processing, regions, TMSCs, and division managers.

.13 The facility manager must appoint a MTE coordinator from the Mail Processing staff. The MTE coordinator, under the guidance of the TMSC and the division MTE coordinator, maintains a sufficient supply of MTE, orders additional quantities as required; arranges for the disposal of surplus supplies; develops and maintains the MSC/BMC Supply Plan; and, through the plan, coordinates supply within the facility to postal units and customers. The MTE coordinator must serve as the central point of management control for MTE and must coordinate the activities of the involved functional areas.

.14 In Compensation Level IV or higher facilities, Director of Customer Services determines the MTE needs of the largest mailers and ensures that those needs are met through the MSC/BMC Supply Plan. The Director also must coordinate the supply of these mailers to ensure that the equipment is used properly and is not excessive to the customer's supply schedule.

.15 The Director of Customer Services must appoint a representative from his staff to act as the Customer Services Equipment Coordinator (CSEC). This representative will work with the MTE coordinator and act as a permanent representative of his department for MTE.

135.2 Reporting

The facility manager must ensure that MTE levels are accurately reported into the EIRS.

135.3 Audits

The facility manager provides data required for each audit, as specified in 240 and Appendix B, and if necessary, the appropriate personnel to participate in the audit.

135.4 Other

The facility manager must inform the TMSC and Division Manager whenever a mailer who customarily uses large quantities of empty MTE relocates to the area, moves from the area, or significantly changes his distribution pattern.

137 OPERATIONAL MANAGERS

All operational managers must ensure that containers are used properly, efficiently, and safely.—*Mail Processing Dept., 8-28-86.*

TEMPORARY ACCEPTANCE PROCEDURES FOR BULK THIRD-CLASS MAIL

On August 24, 1986, the new minimum sacking requirements became mandatory for all bulk third-class mailers. The new regulations benefit both mailers and the Postal Service by improving the efficiencies in postal operations, and relieving the sack sorting capacity problems encountered during high mail volume periods at many of our Bulk Mail Centers (BMC's). Improved service to bulk third-class mailers will result.

Procedures for accepting bulk third-class mailings after the August 24 mandatory compliance date have been disseminated to each Division and postal facility. The rules, described in the following paragraphs, are extracted from the text of a letter to be provided to mailers for each mailing that fails to meet the new sacking requirements.

"The recent bulk third-class mailing you deposited at the post office failed to meet these new sacking requirements. The errors which were found in the mailing are listed on the attached PS Form 2866 and must be corrected for all future mailings.* Under the bulk mail verification procedures, when a mailing is verified and determined to have 10 percent or more errors in presort and mail make-up, you would normally be given the option of either reworking the mailing so it does qualify for the bulk rate of postage; or paying the single piece rate on the portion of the entire mailing estimated to be in error.

In view of the fact that your mailings were prepared prior to the Postal Service's publishing of the final rule on April 17, 1986, or before you could make your operational changes, we will grant an exception for mailings entered through September 30, 1986, which do not meet the 125 piece/15 pound requirements as follows:

1. All mailings must be prepared in accordance with all preparation requirements (i.e., package preparation and labeling, sack labeling, etc.) except for the 125 pieces/15 pound minimum sack requirement.

2. If a mailing is found to contain 10 percent or more error in presort and mail make-up, there are two options:

a. Pay the single piece rate on the percentage of the mailing estimated to be in error; OR

b. Rework the mailing to correct noted errors and to meet the 125 piece/15 pound minimum sacking requirements so that it qualifies for the bulk rate of postage.

If you have other mailings which are already prepared for entry after September 30, 1986, you have the following options:

1. Enter the mailing on the originally scheduled entry date after September 30 but no later than October 31, 1986. In this case, the mailing will be eligible to be mailed ONLY at the bulk third-class basic level rate regardless of the fact that the mailing may be prepared as carrier route or 5-digit presort; OR

2. Enter the mail no later than the September 30, 1986, deadline to qualify for the carrier route or 5-digit rate without regard for the 125 piece/15 pound minimum.

After October 31, 1986, there will be **NO** exceptions granted for any mailings which do not meet the 125 piece/15 pound minimum sacking requirement."

***NOTE:** Mailers will be expected to take immediate action to begin bringing all mailings into conformance. All mailings will be given the considerations spelled out from August 24 through October 31, however.

—Rates & Classification Dept., 8–28–86.

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
FL, Hollywood 33022–0135	Federal Mint Corporation, Mail Order Division.	The sale of Liberty Gold and Silver Proof Set.
FL, Hollywood 33022–0135	Federal Mint Corporation	The sale of Liberty Gold and Silver Proof Set.
CA, Los Angeles 90030–0623	House of History, P.O. Box 30623	The sale of fragments from the Space Shuttle Challenger.
OR, Springfield 97477–0161	McManus Enterprises, P.O. Box 1458	The sale of the Cooperative Income Program.
AZ, Phoenix 85068–7412	Martin Wolff (d/b/a), EPE Entrepreneurs Par Excellence; Winners Ticket Trading Club; & Millionaire Club International, P.O. Box 47412.	Membership in the Millionaire Club International.

—Judicial Officer, 8–28–86.

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deleted; not available for

Microfiche Edition.

T.S. Eliot Commemorative Stamp

A 22-cent stamp honoring poet and dramatist T.S. Eliot will be issued on September 26 in St. Louis, Missouri. The stamp is the fifth issue in the Literary Arts Series, which was initiated in 1979 with the John Steinbeck commemorative. The design for the Eliot stamp is based on a photograph provided by the *New York Times*.

Born in 1888, Thomas Sterns Eliot dominated the course of poetry between World Wars I and II. Although he also was a prominent critic, editor and dramatist, he had his most profound influence on 20th-century poetry, revolutionizing the art form and inspiring countless poets.

His first book of poems, "Prufrock and Other Observations" (1917), contained the "Love Song of J. Alfred Prufrock," considered to be the first masterpiece of modernism in English. That work, expressing disenchantment with modern life, prepared the way for his most famous poem, "The Waste Land" (1922), which gained Eliot an international reputation.

First published in the *Criterion*, "The Waste Land" was immediately praised for its original style and for Eliot's masterful treatment of his theme, the fragmented experience and dissolute spirit of modern man.

The publication "Four Quartets," considered by many to be Eliot's finest work, led to his being awarded the Nobel Prize for Literature and the British Order of Merit in 1948. His play "The Cocktail Party," performed in 1949, won a Tony award. A prolific writer credited with numerous successes, he experimented in verse drama with "The Rock," "Murder in the Cathedral" and "The Family Reunion."

Eliot served as assistant editor of *The Egoist*, a British literary magazine, from 1917 to 1919. In 1922, he founded the *Criterion*, a prestigious quarterly review which he edited until its last publication in 1939. As a director and later a full partner of the publishing house of Faber and Faber Ltd., he was the patron of many aspiring poets.

Among many other honors, Eliot was given the American Medal of Freedom in 1964. He died in London on January 4, 1965.

Procedures for ordering first day cancellations are as follows:

Customers are urged to buy stamps and affix them to their covers. All covers must be addressed on the right side at least ⅝ of an inch up from the bottom. Insert a filler of postal card thickness in each envelope and mail covers by October 26 to Customer-Affixed Envelopes, T.S. Eliot Stamp, Postmaster, St. Louis, MO 63155-9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by October 26 to T.S. Eliot Stamp, Postmaster, St. Louis, MO 63155-9992. The cost is 22 cents for each stamp request submitted. Personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment.

A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 86-26
Remove after October 26

PLEASE POST ON BULLETIN BOARD

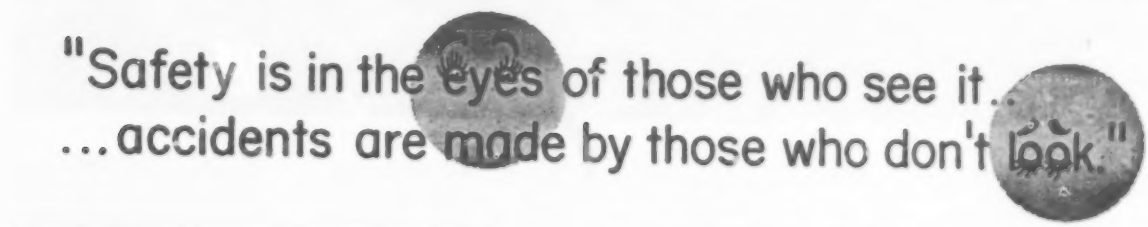
INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptanee clerks. This supersedes all previous notices. Destroy PB **21580** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

018115	105033	221080	335253	441466	602011	770501	850414	927304
021081	105034	221100	335283	451023	602025	770512	850447	927331
021159	111073	222105	335315	452056	607099	770526	850449	927373
021222	113059	232100	335361	452057	607570	770592	856010	931888
021259	114092	232117	335571	452276	607571	770657	856014	931937
021325	115835	281046	336042	454110	607597	770710	901405	931950
021368	117146	282181	336108	454132	607637	770770	901467	937201
021455	117235	282208	336111	454146	631185	770842	901513	937205
021462	117253	294138	336139	454150	631337	772158	901518	940281
021559	117368	294159	336193	460006	631349	772159	901569	941145
023024	125007	295059	336259	461006	658129	772160	901634	941307
023027	139007	297009	336308	462191	658136	772161	902391	941350
024013	139008	303586	336413	462208	664100	772162	902400	945246
030631	139014	303611	336602	462211	666101	772163	907221	950141
060033	139015	314543	336626	462213	674100	772164	913424	950169
066060	139016	325078	336852	462215	701502	772165	913451	954090
066080	146027	327060	337060	468072	705006	772166	913454	958133
069264	152167	327081	337074	468077	705008	773031	913483	958144
069343	165038	328101	337096	480335	708259	773033	917022	959007
070548	191321	328117	338106	486034	711084	773034	917135	968178
070574	191405	328130	338107	486053	711276	773035	917518	968209
073032	191431	328148	358150	489034	712144	773060	917531	968215
077511	191435	328164	372196	503167	713040	780051	917567	968220
079376	191460	331146	372231	523007	729034	782229	917666	968221
080004	191506	331183	372256	551198	731287	782251	918001	968226
080011	200417	331303	372257	554540	741410	785090	924064	968227
100749	207023	331487	386012	577032	741485	787273	926660	968229
101015	207074	331582	402105	591150	750111	787309	926664	972290
101118	207081	331626	402155	591190	750668	794088	926740	981422
101283	207083	331633	402176	597500	752522	801017	926758	981482
101454	207089	334216	402278	600029	757122	801028	926765	981503
101587	208053	335019	405054	600032	760274	802032	926866	981548
101724	208063	335048	405063	600073	760337	802505	926872	984061
101938	209005	335055	405064	600213	770084	802512	926874	984071
101969	212233	335077	405066	600380	770123	802516	926877	988018
104023	212238	335086	405076	600613	770272	809033	926903	997078
105019	212256	335111	410022	601054	770283	841109	926921	997107
105031	220109	335174	432208	601247	770377	841189	927143	
105032	221065	335197	436069	601372	770426	841212	927289	

—Marketing Dept., 8-28-86.



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MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21580 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder—check for altered dollar amounts by holding money order to the light.***

269 419 8661 to 8699
271 186 6453 to 6463
279 022 5467 to 5499
280 255 8618 to 8647
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 336 2000 to 2499
282 532 1100 to 1199
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 3030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru 297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru 300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
301 424 3477 to 3499
302 000 0000 thru 302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
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1582

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

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U. S. GOVT. PUBS.
DEPOSITORY 376

22-Cent Woodcarved Figurines Commemorative Stamps

A block of four 22-cent Woodcarved Figurines commemorative postage stamps will be placed on sale October 1, 1986, in Washington, D.C.

This is the 21st stamp to be printed by a private firm under the terms of a contract awarded by the Postal Service on September 8, 1983, and the 28th printed by that firm since 1979.

Do Not Sell Before October 2, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 50.

Collector information is on page 9.

Supply. All post offices will receive approximately double their standard automatic-distribution quantities for a 50-subject commemorative stamp. *Supplemental requisitions will not be honored* at the Bureau of Engraving and Printing ***for item 410.***

Stamp distribution offices requiring additional stamps may order them from their Regional Accountable Paper Depositories using separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.* Limited quantities of this stamp will be shipped to Regional Accountable Paper Depositories for filling supplemental orders. All other post offices requiring additional stamps should immediately requisition them from their stamp distribution offices on separate Forms 17A.

Before requisitioning additional stock, consider that the stock should be depleted prior to January 2, 1987, at all post office outlets except authorized philatelic centers.

—Marketing Dept., 9–4–86.

Lobby Posting

National POW/MIA Recognition Day, September 19, 1986

By Public Law, September 19, 1986 has been designated as National POW/MIA Recognition Day to honor all former prisoners of war, those still missing, and their families.

In conjunction with efforts to publicize this day, the Veteran's Administration is distributing a poster to CAG A–G post offices, classified stations and branches.

You are authorized and encouraged to post it in the lobby from September 13 through 19.

—Delivery Services Dept., 9–4–86.

IMM Revision

Expansion of International Surface Airlift (ISAL) Network

Effective September 6, 1986, ISAL Service will be provided from John F. Kennedy International Airport in New York to 23 additional countries in Latin America and the Caribbean, and transit service to Mexico. This expansion of service is reflected in the revised ISAL postage rate tables on pages 2 through 5.

This information on expansion of the ISAL country network for New York, New York, replaces pages 13 and 14 of POSTAL BULLETIN 21570, 6–12–86, and will be included in a future issue of the INTERNATIONAL MAIL MANUAL.

—Rates & Classification Dept., 9–4–86.

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1.3:

INTERNATIONAL SURFACE AIRLIFT RATES

ORIGIN: New York, NY

Destination City	Destination Country	M=BAG POUND RATES (BY TOTAL WEIGHT OF MAILING)					
		11-199 lbs.		200-749 lbs.		750 lbs. and above	
		Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books
DIRECT							
Amsterdam	Netherlands	$2.00	$1.90	$1.90	$1.80	$1.80	$1.70
Bangkok	Thailand	3.06	2.91	2.91	2.75	2.75	2.60
Brussels	Belgium	2.00	1.90	1.90	1.80	1.80	1.70
Buenos Aires	Argentina	2.30	2.18	2.18	2.07	2.07	1.96
Caracas	Venezuela	1.76	1.67	1.67	1.58	1.58	1.50
Delhi	India	2.39	2.27	2.27	2.15	2.15	2.03
Frankfurt	Germany, Fed. Rep.	2.00	1.90	1.90	1.80	1.80	1.70
Hong Kong	Hong Kong	2.39	2.27	2.27	2.15	2.15	2.03
Johannesburg	S. Africa	3.06	2.91	2.91	2.75	2.75	2.60
Kula Lumpur	Malaysia	3.06	2.91	2.91	2.75	2.75	2.60
London	Great Britain	2.00	1.90	1.90	1.80	1.80	1.70
Madrid	Spain	2.00	1.90	1.90	1.80	1.80	1.70
Manila	Philippines	3.06	2.91	2.91	2.75	2.75	2.60
Mexico City	Mexico	1.76	1.67	1.67	1.58	1.58	1.50
*Panama City	Panama	1.76	1.67	1.67	1.58	1.58	1.50
Paris	France	2.00	1.90	1.90	1.80	1.80	1.70
Rio de Janerio	Brazil	2.30	2.18	2.18	2.07	2.07	1.96
Rome	Italy	2.00	1.90	1.90	1.80	1.80	1.70
Seoul	Korea (Rep. of)	2.39	2.27	2.27	2.15	2.15	2.03
Shanghai	China (People's Rep.)	3.06	2.91	2.91	2.75	2.75	2.60
Singapore	Singapore	3.06	2.91	2.91	2.75	2.75	2.60
Sydney	Australia	3.06	2.91	2.91	2.75	2.75	2.60
Taipei	Taiwan	2.39	2.27	2.27	2.15	2.15	2.03
Tokyo	Japan	2.39	2.27	2.27	2.15	2.15	2.03
TRANSIT							
*Asuncion	Paraguay	2.43	2.31	2.31	2.19	2.19	2.07
Athens	Greece	2.17	2.06	2.06	1.95	1.95	1.84
Auckland	New Zealand	3.24	3.08	3.08	2.92	2.92	2.75
Belgrade	Yugoslavia	2.17	2.06	2.06	1.95	1.95	1.84
*Belize City	Belize	2.04	1.94	1.94	1.84	1.84	1.73
*Bogota	Colombia	2.04	1.94	1.94	1.84	1.84	1.73
Bucharest	Romania	2.17	2.06	2.06	1.95	1.95	1.84
Budapest	Hungary	2.17	2.06	2.06	1.95	1.95	1.84
*Cayenne	French Guiana	2.43	2.31	2.31	2.19	2.19	2.07
Copenhagen	Denmark	2.17	2.06	2.06	1.95	1.95	1.84
Dublin	Ireland	2.17	2.06	2.06	1.95	1.95	1.84
E. Berlin	German Dem. Rep.	2.17	2.06	2.06	1.95	1.95	1.84
*Georgetown	Guyana	2.43	2.31	2.31	2.19	2.19	2.07
*Guatemala City	Guatemala	2.04	1.94	1.94	1.84	1.84	1.73
*Havana	Cuba	2.04	1.94	1.94	1.84	1.84	1.73
Helsinki	Finland	2.17	2.06	2.06	1.95	1.95	1.84

INTERNATIONAL SURFACE AIRLIFT RATES—Continued

ORIGIN: New York, NY

Destination City	Destination Country	M=BAG POUND RATES (BY TOTAL WEIGHT OF MAILING)					
		11–199 lbs.		200–749 lbs.		750 lbs. and above	
		Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books
*Kingston	Jamaica	$2.04	$1.94	$1.94	$1.84	$1.84	$1.73
*La Paz	Bolivia	2.43	2.31	2.31	2.19	2.19	2.07
*Lima	Peru	2.43	2.31	2.31	2.19	2.19	2.07
Lisbon	Portugal	2.17	2.06	2.06	1.95	1.95	1.84
Luxembourg	Luxembourg	2.17	2.06	2.06	1.95	1.95	1.84
*Managua	Nicaragua	2.04	1.94	1.94	1.84	1.84	1.73
Mexico City	Mexico	2.04	1.94	1.94	1.84	1.84	1.73
*Montevideo	Uruguay	2.43	2.31	2.31	2.19	2.19	2.07
Oslo	Norway	2.17	2.06	2.06	1.95	1.95	1.84
*Paramaribo	Suriname	2.43	2.31	2.31	2.19	2.19	2.07
Port Moresby	Papua New Guinea	3.24	3.08	3.08	2.92	2.92	2.75
*Port of Spain	Trinidad & Tobago	2.04	1.94	1.94	1.84	1.84	1.73
*Port-au-Prince	Haiti	2.04	1.94	1.94	1.84	1.84	1.73
Prague	Czechoslovakia	2.17	2.06	2.06	1.95	1.95	1.84
*Quito	Ecuador	2.04	1.94	1.94	1.84	1.84	1.73
Reykjavik	Iceland	2.17	2.06	2.06	1.95	1.95	1.84
*San Jose	Costa Rica	2.04	1.94	1.94	1.84	1.84	1.73
*San Salvador	El Salvador	2.04	1.94	1.94	1.84	1.84	1.73
*Santiago	Chile	2.43	2.31	2.31	2.19	2.19	2.07
*Santo Domingo	Dominican Republic	2.04	1.94	1.94	1.84	1.84	1.73
Sofia	Bulgaria	2.17	2.06	2.06	1.95	1.95	1.84
Stockholm	Sweden	2.17	2.06	2.06	1.95	1.95	1.84
Suva	Fiji	3.24	3.08	3.08	2.92	2.92	2.75
*Tegucigalpa	Honduras	2.04	1.94	1.94	1.84	1.84	1.73
Tirana	Albania	2.17	2.06	2.06	1.95	1.95	1.84
Vienna	Austria	2.17	2.06	2.06	1.95	1.95	1.84
Warsaw	Poland	2.17	2.06	2.06	1.95	1.95	1.84
*Willemstad	Netherlands Antilles	2.04	1.94	1.94	1.84	1.84	1.73
Zurich	Switzerland	2.17	2.06	2.06	1.95	1.95	1.84

* Service additions.

READEX FICHE best copy available

INTERNATIONAL SURFACE AIRLIFT RATES

ORIGIN: New York, NY

Destination City	Destination Country	REGULAR SACK POUND RATES (BY TOTAL WEIGHT OF MAILING)					
		11–199 lbs.		200–749 lbs.		750 lbs. and above	
		Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books
DIRECT							
Amsterdam	Netherlands	$2.22	$2.11	$2.11	$2.00	$2.00	$1.89
Bangkok	Thailand	3.40	3.23	3.23	3.06	3.06	2.89
Brussels	Belgium	2.22	2.11	2.11	2.00	2.00	1.89
Buenos Aires	Argentina	2.55	2.42	2.42	2.30	2.30	2.17
Caracas	Venezuela	1.95	1.85	1.85	1.76	1.76	1.66
Delhi	India	2.66	2.53	2.53	2.39	2.39	2.26
Frankfurt	Germany, Fed. Rep.	2.22	2.11	2.11	2.00	2.00	1.89
Hong Kong	Hong Kong	2.66	2.53	2.53	2.39	2.39	2.26
Johannesburg	S. Africa	3.40	3.23	3.23	3.06	3.06	2.89
Kuala Lumpur	Malaysia	3.40	3.23	3.23	3.06	3.06	2.89
London	Great Britain	2.22	2.11	2.11	2.00	2.00	1.89
Madrid	Spain	2.22	2.11	2.11	2.00	2.00	1.89
Manila	Philippines	3.40	3.23	3.23	3.06	3.06	2.89
Mexico City	Mexico	1.95	1.85	1.85	1.76	1.76	1.66
*Panama City	Panama	1.95	1.85	1.85	1.76	1.76	1.66
Paris	France	2.22	2.11	2.11	2.00	2.00	1.89
Rio de Janerio	Brazil	2.55	2.42	2.42	2.30	2.30	2.17
Rome	Italy	2.22	2.11	2.11	2.00	2.00	1.89
Seoul	Korea, (Rep. of)	2.66	2.53	2.53	2.39	2.39	2.26
Shanghai	China (People's Rep.)	3.40	3.23	3.23	3.06	3.06	2.89
Singapore	Singapore	3.40	3.23	3.23	3.06	3.06	2.89
Sydney	Australia	3.40	3.23	3.23	3.06	3.06	2.89
Taipei	Taiwan	2.66	2.53	2.53	2.39	2.39	2.26
Tokyo	Japan	2.66	2.53	2.53	2.39	2.39	2.26
TRANSIT							
*Asuncion	Paraguay	2.70	2.57	2.57	2.43	2.43	2.30
Athens	Greece	2.41	2.29	2.29	2.17	2.17	2.05
Auckland	New Zealand	3.60	3.42	3.42	3.24	3.24	3.06
Belgrade	Yugoslavia	2.41	2.29	2.29	2.17	2.17	2.05
*Belize City	Belize	2.27	2.16	2.16	2.04	2.04	1.93
*Bogota	Colombia	2.27	2.16	2.16	2.04	2.04	1.93
Bucharest	Romania	2.41	2.29	2.29	2.17	2.17	2.05
Budapest	Hungary	2.41	2.29	2.29	2.17	2.17	2.05
*Cayenne	French Guiana	2.70	2.57	2.57	2.43	2.43	2.30
Copenhagen	Denmark	2.41	2.29	2.29	2.17	2.17	2.05
Dublin	Ireland	2.41	2.29	2.29	2.17	2.17	2.05
E. Berlin	German Dem. Rep.	2.41	2.29	2.29	2.17	2.17	2.05
*Georgetown	Guyana	2.70	2.57	2.57	2.43	2.43	2.30
*Guatemala City	Guatemala	2.27	2.16	2.16	2.04	2.04	1.93
*Havana	Cuba	2.27	2.16	2.16	2.04	2.04	1.93
Helsinki	Finland	2.41	2.29	2.29	2.17	2.17	2.05

INTERNATIONAL SURFACE AIRLIFT RATES—Continued

ORIGIN: New York, NY

Destination City	Destination Country	REGULAR SACK POUND RATES (BY TOTAL WEIGHT OF MAILING)					
		11–199 lbs.		200–749 lbs.		750 lbs. and above	
		Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books	Regular Printed Matter	Publishers' Periodicals and Books
*Kingston	Jamaica	$2.27	$2.16	$2.16	$2.04	$2.04	$1.93
*La Paz	Bolivia	2.70	2.57	2.57	2.43	2.43	2.30
*Lima	Peru	2.70	2.57	2.57	2.43	2.43	2.30
Lisbon	Portugal	2.41	2.29	2.29	2.17	2.17	2.05
Luxembourg	Luxembourg	2.41	2.29	2.29	2.17	2.17	2.05
*Managua	Nicaragua	2.27	2.16	2.16	2.04	2.04	1.93
*Mexico City	Mexico	2.27	2.16	2.16	2.04	2.04	1.93
*Montevideo	Uruguay	2.70	2.57	2.57	2.43	2.43	2.30
Oslo	Norway	2.41	2.29	2.29	2.17	2.17	2.05
*Paramaribo	Suriname	2.70	2.57	2.57	2.43	2.43	2.30
Port Moresby	Papua New Guinea	3.60	3.42	3.42	3.24	3.24	3.06
*Port of Spain	Trinidad & Tobago	2.27	2.16	2.16	2.04	2.04	1.93
*Port-au-Prince	Haiti	2.27	2.16	2.16	2.04	2.04	1.93
Prague	Czechoslovakia	2.41	2.29	2.29	2.17	2.17	2.05
*Quito	Ecuador	2.27	2.16	2.16	2.04	2.04	1.93
Reykjavik	Iceland	2.41	2.29	2.29	2.17	2.17	2.05
*San Jose	Costa Rica	2.27	2.16	2.16	2.04	2.04	1.93
*San Salvador	El Salvador	2.27	2.16	2.16	2.04	2.04	1.93
*Santiago	Chile	2.70	2.57	2.57	2.43	2.43	2.30
*Santo Domingo	Dominican Republic	2.27	2.16	2.16	2.04	2.04	1.93
Sofia	Bulgaria	2.41	2.29	2.29	2.17	2.17	2.05
Stockholm	Sweden	2.41	2.29	2.29	2.17	2.17	2.05
Suva	Fiji	3.60	3.42	3.42	3.24	3.24	3.06
*Tegucigalpa	Honduras	2.27	2.16	2.16	2.04	2.04	1.93
Tirana	Albania	2.41	2.29	2.29	2.17	2.17	2.05
Vienna	Austria	2.41	2.29	2.29	2.17	2.17	2.05
Warsaw	Poland	2.41	2.29	2.29	2.17	2.17	2.05
*Willemstad	Netherlands Antilles	2.27	2.16	2.16	2.04	2.04	1.93
Zurich	Switzerland	2.41	2.29	2.29	2.17	2.17	2.05

*Service additions.

ACCOUNTBOOKS, DAILY FINANCIAL STATEMENTS, AND STATEMENTS OF ACCOUNT FOR PFY 1987

Forms 1551-A through E and 1552-A through F, *Accountbooks,* are being distributed by field divisions and management sectional centers (MSCs) to their associate offices. Field Divisions/MSCs should complete distribution of the forms by September 12, 1986. The new forms must *not* be used until September 27, 1986. Upon receipt, the postmaster (or person responsible for completion of the forms) must review the accountbook to become familiar with the format and to ascertain that quantities of each form are as stated in the accountbook's table of contents. Also included are the *Statements of Account* in quantities, as follows: Form 1553 (CAG K&L)—20 copies, Form 1554 (CAG H&J)—20 copies, and Form 1555 (CAG A-G)—60 copies. Report irregularities to your Field Division Controller or MSC Director, Finance.

Only the following forms with stated edition dates are authorized for use by post offices or financial reporting units:

(1) Forms 1551-A through E (March 1985), *Accountbook*—all CAG A-J post offices except those *specifically* authorized alternative forms or methods.

(2) Forms 1552-A through F (March 1985), *Accountbook*—all CAG K&L post offices.

(3) Form 1553 (March 1985), *Statement of Account*—all CAG K&L post offices.

(4) Form 1554 (April 1985), *Statement of Account*—all CAG H&J post offices.

(5) Form 1555 (April 1985), *Statement of Account*—all CAG A-G post offices.

(6) Form 1555-A (May 1982), *Statement of Account Continuation Sheet*—for use when space on the Statement of Account is insufficient to record all transactions for the accounting period.

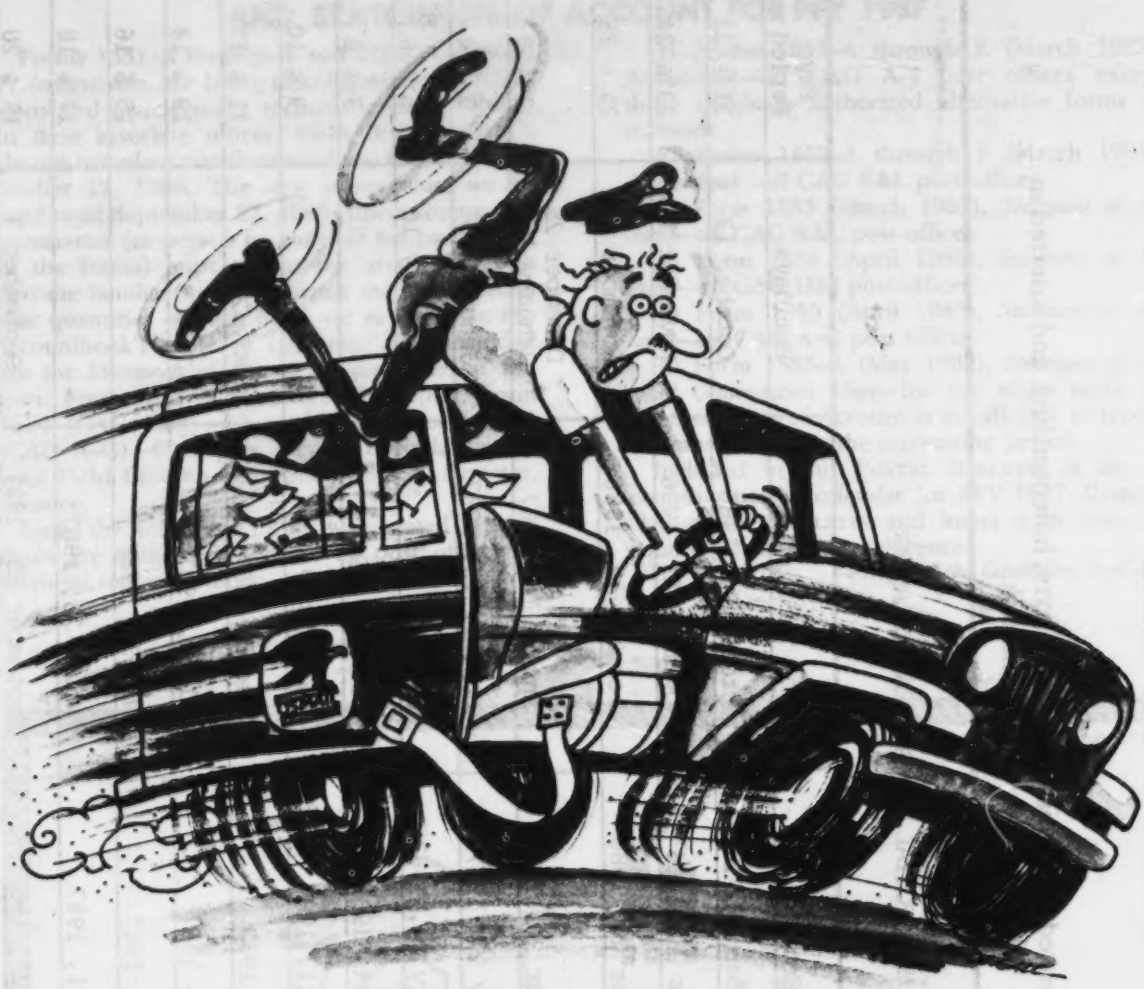
Included in this POSTAL BULLETIN is an accounting period calendar for PFY 1987. Remove it from the BULLETIN and insert it in your accountbook for future reference.

—Dept. of the Controller, 9-4-86.

This calendar should be removed from this POSTAL BULLETIN, holepunched, and inserted in the front of the Accountbook.

1987 POSTAL FISCAL YEAR CALENDAR

Postal Quarter	Accounting Period	From	Through	Holidays	Pay Period
I	1	September 27, 1986	October 24, 1986	October 13	21 & 22
	2	October 25, 1986	November 21, 1986	November 11	23 & 24
	3	November 22, 1986	December 19, 1986	November 27	25 & 26
II	4	December 20, 1986	January 16, 1987	December 25 January 1	1 & 2
	5	January 17, 1987	February 13, 1987	January 19	3 & 4
	6	February 14, 1987	March 13, 1987	February 16	5 & 6
III	7	March 14, 1987	April 10, 1987		7 & 8
	8	April 11, 1987	May 8, 1987		9 & 10
	9	May 9, 1987	June 5, 1987	May 25	11 & 12
IV	10	June 6, 1987	July 3, 1987	July 3	13 & 14
	11	July 4, 1987	July 31, 1987		15 & 16
	12	August 1, 1987	August 28, 1987		17 & 18
	13	August 29, 1987	September 25, 1987	September 7	19 & 20



THIS OPEN DOOR INVITES TRAGEDY

Keep all doors shut and seat belts buckled when driving

Copyright material has been deleted; not available for Microfiche Edition.

Woodcarved Figurines Commemorative Stamps

A quartet of 22-cent Woodcarved Figurines stamps, the seventh block of four in the Folk Art Series, will be issued on October 1 in Washington, D.C.

Pueblo pottery was pictured in 1977, and a 1980 foursome featured ceremonial masks fashioned by tribes native to the Pacific Northwest. Other crafts featured in the Folk Art Series include Quilts (1978), Pennsylvania Toleware (1979), Duck Decoys (1985) and Navajo Art (September 4 of this year).

From the Colonial era through the 19th century, woodcarved figurines were perhaps even more prolific than today's billboards. The most notable were attached to ship's prows, but they were far outnumbered by carvings made for commercial enterprises on land.

The designs of the four stamps are based on actual woodcarved figurines illustrated in the *Index of American Design.* Through a retouching process, figurine colors were enhanced and intensified to achieve better color fidelity in the production of the stamps.

Procedures for ordering first day cancellations are as follows:

Customers are urged to purchase the Woodcarved Figurines stamps at their local post offices and mail their orders no later than October 31 to Customer-Affixed Woodcarved Figurines Stamps, Postmaster, Washington, DC 20066-9991. All envelopes must be addressed on the right side at least ⅝ of an inch from the bottom, and peelable address labels are recommended for this purpose. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by October 31 to Woodcarved Figurines Stamps, Postmaster, Washington, DC 20066-9992. The price is 22 cents per stamp requested, and personal checks will be accepted for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment.

After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog,* listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 86-27
Remove after October 31

PLEASE POST ON BULLETIN BOARD

REVISED RURAL CARRIER TIME CERTIFICATE

A revision to PS Form 1314 *Regular Rural Carrier Time Certificate,* (Feb. 1986 edition), will become effective Pay Period 19, 1986. Changes to the time certificate are illustrated as follows: (Refer to Exhibits.)

1. Absence codes for the regular assigned carrier have been moved to the reverse of the certificate.

2. Two annotations were incorporated with the absences codes:

a. When "Other Leave" is recorded, reason must be given.

b. Relief day taken (X day) for working previous "R" day, does not apply to substitute rural carriers (Des. 72) or newly appointed regular rural carriers (Des. 71) with FLSA code of "A". These specific carriers are compensated when working their assigned relief day; therefore, a day off is not authorized.

3. Two new absence codes have been added:

a. Code "W" IOD/LWOP.

This absence code is used for the regular assigned carrier who is on leave without pay (LWOP) after being injured on duty (IOD) and is receiving compensation from the Office of Workers' Compensation (OWCP). A PS Form 3971, *Request for or Notification of Absence,* must be used in conjunction with this absence code.

b. Code "M" Military Leave.

Only regular rural carriers (Des. 71) are eligible for Military Leave. Policy and procedures governing the use of military leave are outlined in Chapter 517 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM). Authorization and supporting forms are defined in Chapter 360 of the F-21 "Time and Attendance Handbook."

4. The data blocks for the regular assigned carrier have been moved to the upper position of the certificate and the relief carrier data elements to the lower section.

5. Space has been provided to record data for two additional relief carriers, when necessary.

6. A designation (DES) field is printed for the relief carrier. Please provide the appropriate designation when completing the certificate.

7. Equipment maintenance miles omitted OMITD (—) field has been added for relief carriers. When the relief carrier fails to serve any part of the route due to lack of proper endeavor, proper equipment, or other failure for which they are responsible, record the remaining WHOLE MILES, only.

New PS Forms 1314, dated February 1986, may be obtained from your area supply center. The Minneapolis Postal Data Center will make a small initial distribution of blank certificates to each office nationwide, which have regular rural carriers.—*Office of Payroll Systems, 9-4-86.*

PS FORM 1314—REVERSE

Identify all Absences with the following codes:

Annual Leave	A
Cont. of Pay	C
Holiday Leave	H
Holiday Work	V
IOD/LWOP	W
Leave w/o Pay	L
Limited Duty	E
Military Leave	M
Other Leave *	O
Relief Day Taken (Previous "R")**	X
Relief Day Worked (No Sub)	R
Sick Leave	S
Steward Duty	Z
Training	T
10-Day Route	K
11-Day Route	J

* When "Other Leave" is recorded, reason must be given. Explanation:

** Relief day taken for working previous "R" day. Does not apply to substitute rural carriers (Des 72) or newly appointed regular rural carriers with FLSA code of "A".

PS Form 1314, February 1986 (Reverse)

PS FORM 1314—FRONT

Regular Rural Carriers Time Certificate

Name of Assigned Carrier	Finance Number	Social Security Number	DES	Rte. No.	FLSA Code	Yr.	Pay Period

Week	Days Assigned Carrier Absent (See Codes on Reverse) Sat.	Mon.	Tues.	Wed	Thur.	Fri.	Actual Weekly Work Hours	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Route Dev.	GT Veh. Used	Miles Omitted	Christmas Asst. Wrk. Hrs.
1.							Hrs. | 100s	Hrs. | 100s	Hrs. | 100s		Hrs. | 100s	Miles	Trips	Miles	Hrs. | 100s
2.							Hrs. | 100s	Hrs. | 100s	Hrs. | 100s		Hrs. | 100s	Miles	Trips	Miles	Hrs. | 100s

DES	Name of Relief Carrier	Social Security Number	Week 1 Information: Actual Wkly Wrk Hrs	Trips	No EM	EM Only	Whole Miles Dev. (+)	Whole Miles Omitd (—)	Week 2 Information: Actual Wkly Wrk Hrs.	Trips	No EM	EM Only	Whole Miles Dev. (+)	Whole Miles Omitd (—)
			Hrs. | 100s					Hrs. | 100s					
			Hrs. | 100s					Hrs. | 100s					
			Hrs. | 100s					Hrs. | 100s					
			Hrs. | 100s					Hrs. | 100s					
			Hrs. | 100s					Hrs. | 100s					

This certifies that the above carrier rendered service in compliance with postal regulations.

Postmaster's Signature | Date | Carrier's Initials

PS FORM 1314, February 1986

86206-F

Electronic Funds Transfer

Effective Pay Period 20–86, the Postal Service will convert from our composite check method of delivering employee allotment/net salary data to their bank to the Electronic Funds Transfer (EFT) system, sponsored by the Department of the Treasury and the Federal Reserve Banking (FRB) System. This system requires three new or expanded data fields. These are:

Bank routing transit number (RTN)—Replaces financial organization ID number—Item 9c.(1) on PS Form 3076, *Financial Organization Authorization Request.* (Exhibit 1 on page 13.)

Checking or savings indicator (new)—Item 9c.(2) on PS Form 3076.

Employee's account number (expanded to accommodate 17 positions if necessary)—Item 9d. on PS Form 3076.

A new form (PS 1199A, *Direct Deposit,* Exhibit 2 on page 14) has been designed to use the fields described above. **These forms are now available at the Supply Centers, and should be ordered immediately.** PS Form 3076 may be used with the three modifications shown on Exhibit 1 and described above, until PS Form 1199A is received. Please do not dispose of your supply of PS Forms 3076 until advised to do so in a future POSTAL BULLETIN.

Additionally, no *new* allotments or nets to bank may be started during Pay Period 19–86. Cancellations or changes can be processed in the usual manner. Any form (3076 or 1199A), see pages 13 and 14), submitted to start a new allotment or net check during Pay Period 19–86 should be forwarded to the appropriate Postal Data Center for research and processing during Pay Period 20–86.—*Dept. of the Controller, 9–4–86.*

Postage Stamp Affixer—Correction

The Postage Stamp Affixer article in POSTAL BULLETIN 21579, 8–14–86, page 7, paragraph 2, is revised as follows:

All sales of Postage Stamp Affixers are to be reported in *AIC 092, Philatelic Product Sales,* on Form 1412–A, *Daily Financial Report,* and/or the Accountbook. Postage Stamp Affixers (Item 835) will be reported on the quarterly Form 1079, *Philatelic Product Physical Inventory Record.*

—*Marketing Dept., 9–4–86.*

All Special Delivery Units

PS Form 1597 Revision

PS Form 1597, *Work Assignment and Mail Count (Messenger Operations),* has been revised to reflect the data required for the annual Special Delivery Unit Review. A copy of this new edition, dated March 1986, is on pages 15 and 16. Order supplies from your supply center. When you receive your order, discard all previous editions.

—*Delivery Services Dept., 9–4–86.*

All Post Offices With Rural Delivery

Handbook M–37 Revision

Recent Handbook M–37, *Rural Delivery Carriers Duties and Responsibilities,* revisions were published in POSTAL BULLETIN 21580, 8–21–86. The language in the last sentence of section 525.12.q., Column R—Other Suitable Allowance, fails to stress the importance which we place in the conducting of safety talks on rural routes. Consequently, this section is now revised to read as follows:

525 Mail Count Forms

* * * * *

525.12 Worksheet for Counting

* * * * *

q. Column R—Other Suitable Allowance

(1) A reasonable time allowance may be claimed for unusual conditions or for other services rendered on a daily or weekly basis that are not accounted for under the normal work functions. This does not include time for vehicle breakdowns. Items for which time is claimed under this heading must be authorized by management and must be of a recurring daily or weekly nature. Weekly safety talks must be conducted and the actual time required (usually five minutes per week) recorded in Column R.

—*Delivery Services Dept., 9–4–86.*

Form Revision

PS Form 1782—Revision

PS Form 1782, *Training Request and Authorization,* has been revised to reflect current changes in the training policy. Postal Employee Development Center personnel should immediately requisition this new form from the appropriate supply center. Upon receipt of the new form, destroy all copies of the old form (edition date November 1979).

Any questions regarding this form should be addressed to the Office of Training and Development at USPS Headquarters.

—*Employee Relations Dept., 9–4–86.*

Revised Rural Pay or Leave Adjustment Request

Changes have been made to the 1314 section of PS Form 2240–R, *Rural Pay or Leave Adjustment Request.* New Form 2240–R dated May 1986 may be obtained from your area supply center. This new form will be effective to process adjustments beginning with Pay Period 19, 1986. (Refer to page 17.)

These changes have been made in conjunction with revisions to PS Form 1314, *Rural Carrier Time Certificate,* which is incorporated in this same POSTAL BULLETIN.

—*Office of Payroll Systems, 9–4–86.*

U.S. Postal Service

Financial Organization Authorization Request

PRIVACY ACT: The collection of this information is authorized by 39 U.S.C. 401, 1003 and 5 U.S.C. 8339. This information will be used to transfer your salary or portion thereof, to financial organizations for credit to your designated account. As a routine use, this information may be disclosed to those financial organizations, to an appropriate law enforcement agency for investigative or prosecutive purposes, to a congressional office at your request, to OMB for review or private relief legislation and, where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary; however, if you fail to provide this information, your requested action will not be accomplished.

Part I—*(To Be Initiated by Employee)*

1. Employee Name *(As shown on check)*			2. Social Security Number
3. Home Address	a. No. and Street, Apt/Suite, P.O. Box or RDN	b. City, State and ZIP Code	
4. Postal Installation Where Employed			5. Finance No.
a. City	b. State	c. ZIP Code	State / Office No.
6. Effective on the Date Indicated or the Earliest Date Thereafter ▶			Effective Date[1]
7. *(Complete Only ONE Item Below)*			
a. Establish a Net Check to a Financial Organization ☐	b. Cancel a Net Check to a Financial Organization ☐	c. Establish an Allowance in the Amount of $ .00	
d. Change my Present Allotment (1) From $ .00 (2) To $ .00		e. Cancel my Allotment in the Amount of $ .00	f. "x" This Item if You Have More Than One Allotment to a Financial Organization ☐
a. Employee *(Signature)*			b. Date Signed

Part II—*(To Be Completed By Financial Organization. Return Original and Copy to Employee)*

We, the below designated organization, hereby certify that the title of the account in Item 9d includes the name of the authorizing employee. We agree to act as agent of the above named person in the capacity indicated. We accept as our expense, such service charge, at the rate established in regulations of the Department of the Treasury, as will be deducted from the amount remitted to us. Our account number shown below for the person named herein should be included as additional identification for your convenience on records accompanying composite checks for credit to employee's account.

9a. Financial Organization *(Name)*		b. Mailing Address *(For Composite Checks, if applicable)* (1) No. and Street		
		(2) City	(3) State	(4) ZIP Code
c.(1) ~~Financial Organization's No.~~ ROUTING TRANSIT NUMBER (9 positions)	c. (2) Branch Suffix XXXXXXX	d. Employee's Acocunt Number to be Credited checking or savings (up to 17 positions)		
Authorized by				
a. Name *(Print or Type)*	b. Title			
c. Signature		d. Date Signed		

[1] Request must be received at Postal Data Center no later than Wednesday of the week in which the pay period ends in order to be effective for a particular pay period. Later receipts will be processed the following pay period.

[2] Financial organizations *MUST* furnish their "employer identification", (the number assigned by the Internal Revenue Service to identify their organization). It is IMPORTANT that this number be accurate, as check mailing will be made according to this identification. If check must go to a particular branch, the financial organization must furnish a 3-digit suffix to identify the branch, and furnish the branch address in address area shown above.

PS Form **3076**, April 1982

EXHIBIT 1

U.S. Postal Service

DIRECT DEPOSIT

PRIVACY ACT: The collection of this information is authorized by 39 U.S.C. 401, 1003 and 5 U.S.C. 8339. This information will be used to transfer your salary or portion thereof, to financial organizations for credit to your designated account. As a routine use, this information may be disclosed to those financial organizations, to an appropriate law enforcement agency for investigative or prosecutive purposes, to a congressional office at your request, to OMB for review or private relief legislation and, where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary; however, if you fail to provide this information, your requested action will not be accomplished.

Part I – *(Initiated by Employee)*

1. Employee Name *(As Shown on Check)*	2. Social Security Number
3. Home Address *(No. and Street, Apt., City, State, ZIP + 4)*	4a. Postal Installation where Employed *(City, State, ZIP + 4)*
	4b. Finance Number

Complete Only ONE Item Below

5a. ESTABLISH a NET CHECK to a Financial Institution ☐	5b. CANCEL a NET CHECK to a Financial Institution ☐
5c. ESTABLISH an ALLOTMENT in the Amount of: $ .00	5d. CHANGE My PRESENT ALLOTMENT From $ .00 To $ .00
5e. CANCEL my ALLOTMENT in the Amount of: $ .00	5f. Check (√) This Item if you Have More Than one Allotment to a Financial Organization ☐

I certify that am entitled to the payment identified above, and that I have read and understand the information printed above. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.

6a. Employee *(Signature)*	6b. Date Signed	6c. Effective Date[1]

Part II – *(Completed By Financial Organization. Return Original and Copy to Employee)*

Financial Institution Certification

I confirm the identity of the above named payee(s) and the account number and title. As representative of the below named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210. Pursuant to Treasury Department regulations, multiple deposits will not be made to a common account.

7a. Financial Organization *(Name, No. and Street, City, State, ZIP + 4)*	7b. Financial Organization Routing Number ☐☐☐☐ – ☐☐☐☐ Check Digit[2] ☐
	7c. Employee's Account Number To Be Credited *(Up to 17 positions)*
	7d. Type of Account ☐ Savings ☐ Checking

Authorized By

8a. Name *(Print or Type)*	8b. Title
8c. Signature	8d. Date Signed

[1] Request must be received at Postal Data Center or DDE site no later than Wednesday of the week in which the pay period ends in order to be effective for a particular pay period. Later receipts will be processed the following pay period.

[2] Financial organizations must furnish their "routing transit number" (the number assigned by Rand McNally). This is an eight digit number PLUS a single number check digit. It is IMPORTANT that this number be accurate, as disbursements will be made according to this routing number.

PS Form 1199-A, April 1986

1 - PDC or DDE/DR Site Copy

EXHIBIT 2

U.S. Postal Service

WORK ASSIGNMENT AND MAIL COUNT
(MESSENGER OPERATIONS)

Unit Name and ZIP Code	Date(s)	Tour

RUN NUMBER _____

Messenger Number Date or District	Volume				Collections		No. Dels.	No. Miles	Leave Ofc	Rtn Ofc	SD Workhours			Other Workhours			Other Duties *(Explain)*
	SD	EM	Other	Total	EM	Reg					Ofc	St	Total	Ofc	St	Total	

INSTRUCTIONS

Volume – Record number of pieces sorted, by type. Identify "Other" in comments section.
Collections/Deliveries – Record the number of Collection Stops and Deliveries made.
Miles – Record the number of miles driven.
Workhours – *Special Delivery* – Record the total number of workhours used for *Special Delivery* functions. Enter office and street times separately.
– Other – Record the total number of workhours used for "Other" functions. Enter office and street times separately.

PS Form **1597**, Mar. 1986

(Continue on reverse)

Messenger Number Date or District	RUN NUMBER _____																
	Volume				Collections		No. Dels.	No. Miles	Leave Ofc	Rtn Ofc	SD Workhours			Other Workhours			Other Duties *(Explain)*
	SD	EM	Other	Total	EM	Reg					Ofc	St	Total	Ofc	St	Total	
TOTAL FOR PERIOD ▶																	

Comments		Run 1	Run 2	Run 3	Run 4	TOTAL
	To City Carrier					
	To Rural/HCR					
	To PO Box/Caller					

PERFORMANCE INDICATORS

Total Pieces		Total Del/PUs		Total Miles		Total OT		Total SL/UA	
Total Office Workhours		Total St. Workhours		Total St. Hours		Total Workhours		Total Workhours	
Pcs/Hr (Office)		Del/Pus/Hour		Miles/Hour		OT Ratio	%	SL/UA Ratio	%

PS Form 1597, Mar. 1986 *(Reverse)*

U.S. POSTAL SERVICE

RURAL PAY OR LEAVE ADJUSTMENT REQUEST

Date

☐ Form 1314 Correction
☐ Form 1314-A Correction

PDC Use Only

Eval Hrs	Miles	Stops	Step	RSC	COLA Roll-in	Salary	COLA	S/P Code	T Cola %	Tri-Weekly	Adj. Code	Reas. Code	Processed Yr	Processed P/P	Batch Number

To:
Postal Data Center
U.S. Postal Service

Corrected Form 1314 *(Attach original)*

Name of Assigned Carrier	Finance No.	Social Security Number	DES	Route No.	FLSA Code	Yr	P/P

	Days Assigned Carrier Absent						Actual Wkly Work Hrs	Daily Overtime	Training Hours	COP Hrs	Limited Duty Hrs	Route Dev.	GT Veh Used	Miles Omitd	Christmas Asst Wk Hrs
	Sat	Mon	Tue	Wed	Thur	Fri									
Week 1							Hrs | 100s	Hrs | 100s	Hrs | 100s		Hrs | 100s	Miles	Trips		Hrs | 100s
Week 2							Hrs | 100s	Hrs | 100s	Hrs | 100s		Hrs | 100s	Miles	Trips		Hrs | 100s

			Week 1 Information						Week 2 Information					
DES	Name of Relief Carrier	Social Security Number	Actual Wkly Wrk Hrs	Trips	No EM	EM Only	Whole Miles Dev.(+)	Whole Miles Omitd(-)	Actual Wkly Wrk Hrs	Trips	No EM	EM Only	Whole Miles Dev.(+)	Whole Miles Omitd(-)
			Hrs. | 100s					Hrs. | 100s					
			Hrs. | 100s					Hrs. | 100s					
			Hrs. | 100s					Hrs. | 100s					
			Hrs. | 100s					Hrs. | 100s					
			Hrs. | 100s					Hrs. | 100s					

Corrected Form 1314-A *(Attach original)*

Name of Auxiliary Carrier	Finance No.	Social Security No.	DES	Route No.	FLSA Code	Yr	PP

	Actual Wkly Work Hrs	Training Hours	Night Work	Equipment Allowance			Leave				Christmas Asst Wk Hrs
				Hours	Trips	Miles	Anal	Sick	Other	COP	
Week 1	Hrs | 100s	Hrs | 100s	Hrs | 100s								Hrs | 100s
Week 2	Hrs | 100s	Hrs | 100s	Hrs | 100s								Hrs | 100s

Remarks *(If more space is needed use reverse side)*

Return To: *(Issuing office complete this block)*

Employer's Signature & Date

Adjustment Clerk's Signature & Date

Approving Officer's Signature & Date

PS Form 2240-R, May 1986

DON'T GET HYPED

SAY NOPE TO DOPE

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21581** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

018115	111073	232117	336042	454132	607571	770592	856010	927331
021222	113059	281046	336108	454146	607597	770657	856014	927373
021259	114092	282181	336111	454150	607637	770710	901405	931888
021325	115835	282208	336139	460006	631185	770770	901467	931937
021368	117235	294138	336259	461006	631337	770842	901513	931950
021455	117253	294159	336308	462191	631349	772158	901518	937201
021462	117368	295059	336413	462208	658129	772159	901569	937205
021559	125007	297009	336602	462211	658136	772160	901634	940281
023024	139007	314543	336852	462213	664100	772161	902391	941145
023027	139008	325078	337060	462215	666101	772162	902400	941350
024013	139014	327060	337074	468072	674100	772163	907221	945246
030631	139015	327081	337096	468077	701502	772164	913424	950141
060033	139016	328101	338106	480335	705006	772165	913451	950169
066060	146027	328117	338107	486034	705008	772166	913454	954090
066080	152167	328130	358150	486053	708259	773031	913483	958133
069264	165038	328148	372196	489034	711084	773033	917022	958144
069343	191321	328164	372231	503167	711276	773034	917135	959007
070548	191405	331146	372256	523007	712144	773035	917518	968178
070574	191431	331183	372257	551198	713040	773060	917531	968209
073032	191435	331303	386012	554540	729034	780051	917567	968215
077511	191460	331487	402105	577032	731287	782229	917666	968220
079376	191506	331582	402155	591150	741410	785090	918001	968221
100749	200417	331626	402278	591190	741485	787273	924064	968226
101015	207023	331633	405054	597500	750668	787309	926660	968227
101118	207074	334216	405063	600029	752522	794088	926664	968229
101283	207081	335019	405064	600032	757122	801017	926740	972290
101454	207083	335048	405066	600073	760274	801028	926758	981422
101587	207089	335055	405076	600213	760337	802032	926765	981482
101724	208053	335086	410022	600380	770084	802505	926866	981503
101938	208063	335111	432208	600613	770123	802512	926872	981548
101969	209005	335174	436069	601054	770272	802516	926874	984061
104023	212233	335197	441466	601247	770283	809033	926877	984071
105019	212238	335253	451023	601372	770377	841109	926903	988018
105031	220109	335283	452056	602011	770426	841189	926921	997078
105032	221080	335315	452057	602025	770501	850414	927143	997107
105033	222105	335361	452276	607099	770512	850447	927289	
105034	232100	335571	454110	607570	770526	850449	927304	

—Marketing Dept., 9-4-86.

The Postal Service mails some information directly to its employees and must keep its address files current. When your address changes, please send an up-to-date Form 1216, *Employee's Current Mailing Address*, to your personnel office so that you will receive all mailings.

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
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POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

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21583

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21583—September 11, 1986—20 Pages

All Postal Installations

Timekeeping Procedures

Currently, employees who are not required to show daily time entries on their timecards are required to sign their timecards at the conclusion of each week. The only exception to this is postal inspectors. Effective immediately in addition to inspectors, the following employees also will be excluded from the requirement to sign their timecards:

a. All PCES employees,

b. Employees in grades EAS-24 and above at Headquarters, and

c. Employees in grades EAS-24 and above at the five regions.

Daily leave entries are still required and must be entered by the timekeeper.

These changes will be included in the next update to Handbook F-21, *Time and Attendance.*

—Dept. of the Controller, 9-11-86.

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Reminder

Moving?

Postal employees, when you change your home or office address, be sure to complete the following to ensure prompt forwarding and delivery of your mail:

Change of Residence Address:

a. Form 3575, *Change of Address,* for your personal correspondence. This form must be submitted to your local post office.

b. Form 1216, *Employee's Current Mailing Address,* for *Postal Life, Postal Leader,* job announcements, personnel announcements, and any other postal correspondence. This form must be submitted to your personnel department.

Change of Office Address:

a. Form 1665, *Changes to USPS Directory,* which must be submitted to the Chief Switchboard Operator, Postal Service Headquarters, Washington, DC 20260-6247. This form also is used when your office telephone number is changed.

b. A buck slip giving your former and current office address, which must be submitted to your local mailroom.

Order the above forms by submitting a Form 7380, *Supply Center Requisition,* to your area supply center.

REMEMBER, the back page of the Postal Bulletin contains information on changing your Bulletin subscription address.

—Office of Information Management, IRM, 9-11-86.

ELM Revision

Employee Lockers

To clarify use of Form 4943, *Locker Record,* instructions will be incorporated in Chapter 6 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM). The following clause will appear in a future revision to ELM subchapter 610.

Use Form 4943, *Locker Record,* to assign employee lockers. Employees are required to sign the form to acknowledge that use of the locker by other persons or exchanging lockers without authority of the issuing office is prohibited. Employee lockers are for official use only and must be kept clean and presentable. The use of personal locks is not permitted.

Employee lockers are subject to inspection by authorized personnel. Provisions governing locker inspections are provided in applicable collective-bargaining agreements.

Upon separation or transfer, employees must return their locker key to the appropriate facility official.—*Human Resources Group, 9-11-86.*

DMM Revision

APO/FPO Mailing Restrictions

Please make the following change to DOMESTIC MAIL MANUAL (DMM) Exhibit 125.2, *Conditions Applied to Mail Addressed to Military Post Offices Overseas:*

The following Mailing Address Only (MAO) became effective August 1, 1986:

APO New York NY 09673
AFI KeFlavik, Iceland.
Mailing Restrictions: C

All acceptance units must be notified of this change which will be included in a future issue of the DMM.—*Mail Processing Dept., 9-11-86.*

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P1.3:

PERSONAL PROPERTY ACCOUNTING

New Capitalization Policy

Effective September 27, 1986 (AP 01, FY 1987), the minimum cost for capitalizing personal property will be increased from $500 to $1,000 per unit. In addition, certain classes of items will be deleted from the Personal Property Accounting System (PPAS) because they are either incorrectly identified as personal property, or they are being rapidly replaced by more productive equipment.

The affected items are as follows:

A. Items incorrectly identified as personal property.

Licensed motor vehicle equipment (i.e., camper trailers and self-powered mobile post offices).

Building equipment which should be purchased in accordance with real property capitalization criteria (i.e., heating, ventilation, and air conditioning (HVAC) related equipment such as water chillers, chemical feeders, water heaters, dust collectors, cooling towers, intake/exhaust fans, fuel oil tanks, propane tanks, air dryers, furnaces, water softeners, solar apparatus, and hoods; other equipment that is part of the plumbing foundation, or other structural components of a facility such as drinking fountains, sawtooth platforms, and storage tanks).

Batteries, electric motors, roller skate conveyors, and gear motors.

B. Items being rapidly replaced.

Adding machines, stamp dispensers, forms cabinets, flexowriter equipment, sorting tables, console letter sorter, LSM card punch, automatic cashiers, mail coop racks, stamp cabinets, PSDS equipment, strip label cases, mailflow system, LSM D-tex unit, accounting machines, time clocks, counterline doors, facing tables, monorail mail system, tumbling machines, and LSM encode vent unit.

The following procedures will result from the new capitalization policy:

The accountability for personal property costing under $1,000 acquired on a FY 1986 or prior contract/purchase order, Fedstrip requisition, or construction contract/project authorization and received in FY 1987 or later will be charged to a Headquarters servicewide finance number and not to installations. Thus, the property will not appear on installation property listings.

The Accounts Payable and Project Authorization and Control Systems (PACS) will edit contracts/purchase orders and construction contracts/project authorizations, respectively, to reject records that do not meet the $1,000 capitalization criteria. FY 1987 and subsequent contracts/purchase orders and Property Code Numbers (PCN) for equipment costing under $1,000 will be returned to the initiating organization for correction. Fedstrip procurements for FY 1987 citing Fund Codes B, C, or T through Y for property costing under $1,000 will be automatically converted (when processed at the St. Louis PDC) to Fund Code 5, Expense Account 52101, Postal Supplies, without being returned to the initiating organization.

In conjunction with the capitalization policy change, property records with a cost of less than $1,000 will be removed from the inventory of all installations at the end of FY 1986. Beginning FY 1987, depreciation expense on equipment removed from inventory will be charged to servicewide costs. Although the property will be removed from the Personal Property Inventory Records maintained by the St. Louis PDC, those items will still be subject to the local control procedures prescribed in the Procurement and Supply Department's Handbook AS–701, Supply Management.

Also, in conjunction with the new capitalization policy, the Property Code Number (PCN) File will be converted effective AP 01, FY 1987, to reflect new and revised equipment PCN numbers, descriptions, and service lives.

Prior to conversion of the PCN file, each installation will receive:

Inventory Purge Listing. All installations will receive one copy of a purge listing showing equipment with a unit cost of less than $1,000 that was removed from inventory. Postal installations will retain this listing in their files for reference purposes. **Do not return this listing to the St. Louis PDC.**

After conversion of the PCN file, each installation will receive:

Capital Property Inventory Listing. All installations will receive an update Capital Property Inventory Listing of equipment with a value of $1,000 or more. Postal installations will retain this listing in their files for reference purposes. **Do not return this listing to the St. Louis PDC.**

Form 961–A, Property Record Card. All installations will receive new Form 961–A cards for property with a unit cost of $1,000 or more that remains accountable to their finance number. The new Form 961–A cards should be verified against the updated Capital Property Inventory Listing. Data such as serial number, make/model, and location in the extended description field of the property records will be automatically printed in the extended description field of new Form 961–A cards by the St. Louis PDC. Otherwise, the St. Louis PDC will automatically print the old PCN in the extended description field of new Form 961–A cards for cross-reference pur-

poses. Maintenance and repair, and any other data not included in the extended description field of old Form 961-A cards, should be manually transferred to the new Form 961-A cards.

Each accounting period, each installation will continue to receive:

Inventory Change Listing. All installations will continue to receive two copies of an Inventory Change Listing for acquisitions, transfers, adjustments, and deletions. Review this listing against your pending verification file in accordance with Section 565 of Handbook AS-701. **Installations must return a verified copy of this listing to the St. Louis PDC, Property Section.**

New Physical Inventory Policy

Physical inventories of capital personal property will be conducted every 3 years. Since physical inventories were conducted in FY 1986, the next scheduled inventory will be in FY 1989. Handbook AS-701, Supply Management, Chapter 5 contains the procedures for conducting the inventory.—*Dept. of the Controller, 9–11–86.*

DMM Revision

Postage Meter Location Control

Effective immediately, Section 144, DOMESTIC MAIL MANUAL (DMM), is revised to update post offices reporting instructions to reflect current data processing requirements. The DMM is revised as follows:

144 Postage Meters and Meter Stamps

* * * * *

144.6 Security

* * * * *

.64 Location Control. Postal data centers (PDCs) provide each affected post office with lists of additions to and withdrawals from the meter inventory by finance number, as of the close of business of the date indicated on the lists. In order to facilitate this control of meter locations, post offices must do the following:

a. Verify the postage meter installations and withdrawals shown on the PDC list by comparing them to the post office numerical file of meters. Use Form 3610, *Record of Postage Meter Settings,* to do further research on any postage meter listed by the PDC that does not agree with the post office's numerical file.

b. For unrecorded installations check the license file or with the customer indicated on the installations list.

c. Annotate the lists for withdrawals which are still in service, indicating user name and address, and for installations for which there are no records.

d. Return all lists within 10 days, including lists for which there are no changes.

PDCs will update their records from the data supplied by post offices and will advise the meter manufacturers of any differences. Each PDC will also provide a summary report of unreconciled installations and withdrawals to the Office of Classification and Rates Administration at the end of each reporting cycle.

These revisions will be included in a future issue of the DMM.

—*Rates & Classification Dept., 9–11–86.*

Express Mail Military Service Panama

Express Mail Military Service (EMMS) is now available from APO/FPO installations in Panama. Military personnel, their dependents and others who are authorized APO/FPO privileges can now send personal correspondence and packages to the United States through Express Mail service.

The continuing implementation of EMMS is a joint effort between the Department of Defense and the U.S. Postal Service to provide military personnel stationed overseas an expedited service to destinations in the United States. In addition to the availability of service from Panama, EMMS is also available from designated APO/FPO installations in Germany and Italy. POSTAL BULLETIN 21565, 5–8–86.

EMMS mail is accepted at these military APO/FPO installations as domestic shipments at domestic rates. At acceptance, the military postal officials place a yellow and blue "Military Service" sticker over the words "Next Day Service" on the 2-Pound Pak, Overnighter envelope, box or tube to distinguish EMMS from Express Mail Next Day Service (see example on page 12).

Service standards depend on whether or not the mail is accepted before or after the established cut-off time at the APO/FPO installation. For shipments accepted before the established cut-off time, the service standard on Label 11-B, *Post Office to Addressee* is the second day after mailing. The military will *check* the second-day delivery box. For mailings accepted after the cut-off time, the service standard on Label 11-B is the third day after mailing. On these shipments the military will *check* and *circle* the second-day delivery box.

Senders of EMMS mail may file for postage refunds if the service standards are not met (if EMMS is delayed by U.S. Customs, the guarantee does not apply). Delivery data must be entered into the Electronic Marketing Reporting System just as for other domestic shipments. Shipments are covered by merchandise insurance up to $500 and document reconstruction insurance up to $50,000. —*Marketing Dept., 9–11–86.*

CLOSING INSTRUCTIONS FOR PFY 1986

Accountbook

The Accountbook for Postal Fiscal Year 1986 will be continued through the close of business September 26, 1986, for all offices.

Specific Year End Requirements

The instructions and reporting dates in this Bulletin are in addition to instructions followed during the normal accounting period and/or quarterly reporting schedule. If you have any questions concerning these instructions, contact the management sectional center/field division for clarification or technical assistance.

I. Statement of Account Activities

Postmasters of CAG A–G offices and installation heads of BMCs, Philatelic Sales Division and the Stamped Envelope Unit, will submit a statement of account as of September 26, which includes financial transactions from August 30 through September 26. Identify this statement as A/P 13. Submit on current Forms 1555, *Statement of Account* (April 1985 edition).

Postmasters of CAG H–L offices are required to submit a statement of account for Quarter IV—covering June 7 through September 26, 1986. CAG H and J offices submit Form 1554 (April 1985 edition) and CAG K and L submit Form 1553, *Statement of Account* (March 1985 edition).

These statements of account must be submitted not later than Monday, September 29, 1986. The normal accounting period supporting detail items listed below must accompany these statements.

AIC	Support documents required
131	Form 3605, *Statement of Mailing-Bulk Zone Rates*/Form 3602, *Statement of Mailing With Permit Imprints.*
197	Form 1481, *Register of Checks Drawn On Symbol 9500.*
501	Form 17, *Stamp Requisition.*
502	Form 17
510	Form 3238 *Destruction Certificate.*
511	Form 3238.
539	Form 1839, *Payment Record For Carrier Drive-Out Agreements.*
593	Regional letter of authority and paid vouchers.
600	Form 3508, *Requisition For Saleable Items (Other Than Stamps).*
601	Copy of transmittal document.
607–612	Form 3236, *Uniform Allowance Cap Disbursements* (in duplicate) and vendor's invoice.
814	Form 1556, *Suspense Items Support Information* (in duplicate).

Make sure required support documents are identified with AIC and finance number. Total of support documents must agree with amounts shown in the respective AIC. Arrange support documents in the same order as listed on statement of account.

A. Less Than Bulk Stamp Requisitions

Make every effort to eliminate intransit stamp shipments between the management sectional centers (MSC) and associate offices. Post Offices should carefully estimate their requirements and requisition in sufficient time to permit shipments by the MSC no later than Friday, September 19. Check in stamp stock promptly upon receipt and enter in the Accountbook. In case of emergency shipment, the MSC must assure that the associate office makes the proper entries in its Accountbook.

B. Bank Reconciliations

All banking post offices should reconcile their bank statements as of September 26 promptly to balances reflected on statements of account in AIC 802. (See 351, Fiscal Handbook F–1, *Financial Handbook for Post Offices.*)

C. Stamp Stock Inventories

Make the verification of stamp stock records as of September 26. (See 534.5, Handbook F–1.)

D. Local Procurement of Supplies

Anticipate accounting period needs and procure early in the accounting period. Pay promptly all approved bills for goods and services authorized for payment by the post office.

For those post offices participating in the pilot test program to purchase office supplies from Boise Cascade, their September orders must be placed by August 29. Boise Cascade has been notified to deliver and reconcile all September deliveries by September 12. San Mateo will receive a September 15 Boise Cascade billing for which they will send out an extract report to the funding offices for receipt verification and payment notification. The funding offices must return the Boise Cascade billing extract report prior to September 29, 1986.

E. Unpaid Expenses for the Period Ending September 26, and Prior

All unpaid expenses must be identified and established in appropriate trust funds in order to charge them to current fiscal year; otherwise, they will eventually be charged to PFY 1987.

If any bills normally paid at the post office for supplies and services procured for September 26, and prior are unpaid, record on the *Disbursements* side for the appropriate expense AIC. Make an offsetting entry on the *Receipts* side as *Trust Funds Received.* When these charges are paid, make an entry for the trust fund withdrawal.

Maintain an itemized listing at the post office of the unpaid items for September 26 and prior entered under *Trust Funds Received.* Show the name of each vendor, invoice date, Account Identifier Code, and the total unpaid amount for carrier drive-outs, utilities, metered fuel, communications, etc. Record on 8½- by 11-inch paper. *Do not send to the Postal Data Center.*

At the time of payment, the amount reflected in *Trust Funds Withdrawn.* AIC 480, is always the same as the amount originally recorded in *Trust Funds Received.* AIC 080, even though the amount paid is different from the amount originally recorded. Examples:

Case No. 1. Amount originally recorded as receipts in *Trust Funds Received.* AIC 080, and as disbursements for *Postal Supplies*—PO, AIC 546—$1,000; amount paid—$1,050. Entries to Account book *Disbursements* side: AIC 480—$1,000; AIC 546—$50. Note that the amount paid is *more* than the amount originally recorded.

Case No. 2. Amount originally recorded as receipts in *Trust Funds Received.* AIC 080, and disbursements for *Postal Supplies*—PO, AIC 546—$1,000; amount paid—$970. Entries to Account book *Disbursements* side: AIC 480—$1,000; *Receipts* side: AIC 546—$30 (a write-in entry). Note that the amount paid is *less* than the amount originally recorded.

Case No. 3. Amount originally recorded as receipts in *Trust Funds Received.* AIC 080, and as disbursements for *Postal Supplies*—PO, AIC 546—$1,000; invoice not received by December 31, 1986. Entries to Account book *Disbursements* side: AIC 480—$1,000; Receipts side: AIC 126. Should the invoice be subsequently received, payment should be made through AIC 624.

F. Utilities—Metered Fuel—Communications

Postmasters will make every effort to pay all utility bills on hand as of September 26. Unpaid bills and services for which bills were not received must be estimated as shown here.

Each postmaster must determine the service ending date of the last bill and post to the statement of account an estimated amount for bills to be received with service ending date of September 26 and earlier. (If all billings with service ending date through September 26 were paid, no estimate is required.)

Post the estimated amount of the *Disbursements* side for the appropriate expense AIC and offset with an entry to *Trust Funds Received.* List the estimated amounts offset as *Trust Funds Received* the same as other unpaid expenses in the itemized statement of the *Trust Funds Received* balances as outlined above. When paid in subsequent periods, record as *Trust Funds Withdrawn.* Should the actual payment be different from the estimated amount, record the differences as shown for other unpaid expenses.

G. Carrier Drive-Out Payments

Make every effort to make all carrier drive-out payments for service during Pay Period 19, ending September 12 and Pay Period 20 ending September 26, 1986. Submit Form 1839, *Payment Record for Carrier Drive-Out Agreements,* for payment made. If it is impossible to make all carrier drive-out payments by the close of business September 26, record the unpaid amounts in AIC 539 on the *Disbursements* side of the statement of account. Make an offsetting entry on the *Receipts* side as *Trust Funds Received.* The total of the unpaid amounts must be entered into the space for remarks on the back of the Statement of Account with the explanation "AIC 539 Drive-outs Unpaid."

When payments are completed in the subsequent period, submit Forms 1839 immediately to the PDC. Should the total payment for carrier drive-out be greater than the amount offset into trust, record the difference in AIC 539 on the *Disbursements* side of the statement when recording the *Trust Funds Withdrawn.* However, if the amount paid is less, record the difference in AIC 539 as write-in on the *Receipts* side of the statement of account.

H. Food Coupon Transaction Fees

Postmasters at post offices participating in the Federal food coupon program must submit all Authorization To Participate Vouchers (ATP) accepted through close of business Friday, September 19, 1986, to the MSC Food Coupon Office to arrive no later than September 26, 1986. (See 734, Handbook F–1.)

The MSC will compute the total of the tranaction fees and include the amount in AIC 170, Food Coupon Transaction Fee, on the Statement of Account for September 26, 1986. Make an offsetting entry to AIC 814, Suspense.

Normal end of month procedures will be followed after close of business September 26, 1986.

I. Symbol 9500 Checks

Form 1481, *Register of Checks Drawn on Symbol 9500,* for the period August 30 through September 26, 1986, must be submitted to support the statement of account.

Forms 1483, *Accounting Copy 9500 Card,* issued September 26, 1986, and prior are to be mailed for receipt by the Postal Data Center by September 30, 1986.

II. Miscellaneous Activities

A. All Offices Using USPS-Owned Vehicles

All postmasters will submit vehicle forms to cover transactions through the close of the accounting period ending September 26, 1986. (Accounting Period 01,

Fiscal Year 1987 will cover the period September 27 through October 24, 1986.)

Transmission of microcomputer data to the New York Postal Data Center for A/P's 13–86 should be made in accordance with established schedules.

Forms 4508, *Vehicle Maintenance Facility Inventory Order,* carrying dates of September 26, 1986, or prior, for new commitments must be mailed in time to reach the appropriate support PDC not later than September 29, 1986.

Forms 4509, *VMF Inventory Purchases (Keypunch),* must be submitted to the support PDC, with delivery ticket, each day following delivery. The cutoff for A/P 13 is Friday, C.O.B. September 26, 1986. These forms must be received at the appropriate support PDC not later than September 29, 1986.

Forms 4510, *Credit Card Purchases,* will be cut-off for A/P 13 on Friday, C.O.B. September 26, 1986. These forms must be received at the appropriate support PDC not later than September 29, 1986. Submit only one Form 4510 to include five weeks of activity from August 23 to September 26, 1986.

All Forms 4541, *Contract Work Order Invoice Vehicle Repair,* for work completed by September 26 will be forwarded to the appropriate support PDC to be received no later than September 29.

All offices conducting their final vehicle sale for FY 1986, must submit SF 97A certificate of release of a motor vehicle, and symbol 9500 checks in time to reach the New York PDC before close of business Friday, September 26, 1986.

Special attention is required in the timely withdrawal of trust funds applicable to vehicle sales and the issuing of symbol 9500 check.

B. Mail Transport Equipment Centers (MTEC)

Each MTEC will prepare EASC Form 60, *Mailbag Repair Center Summary Cost of Material Used,* for the period ending September 26, 1986 (see 231.2, Handbook F–28, *Mailbag Accounting and Reporting*). The next reporting period, Accounting Period 01, Fiscal Year 1987 will cover September 27 through October 24, 1986.

C. All Postal Installations

1. Payments or Submission of Bills

It is important for the year-end closing of accounts that all postal installations promptly certify and transmit to the PDC those bills and receiving reports for goods and services received through September 26, 1986, that are to be paid by the PDC. These bills should be submitted to be received no later than September 29, 1986. In order for the PDC to properly account for your remaining FY 86 procurement items, please note:

a. Expense Items

If goods or services were received on contracts, purchase or delivery orders, submit receiving reports to reach the PDC by September 29.

If invoices for services were received on BPAs, certify promptly and mail to reach the PDC by September 29.

Evidence of receipt (receiving reports and/or certified invoices) on expense contracts or orders are the documents used by the PDC to charge cost to the proper fiscal year.

If you have evidence of receipt of goods or services, but fail to notify the PDC Accounts Payable Branch, these costs will be charged to your FY 87 budget.

b. Capital Equipment Items

Capital equipment contracts *awarded* on or before September 26 must reach the PDC by September 29.

Capital equipment delivery or purchase orders *placed,* and dated September 26, or earlier must reach the PDC by September 29.

Note that capital items dated or awarded on or before September 26, will be charged to FY 86 budgets, but to have the costs recorded as such, the documents must reach the PDC by September 29.

As with expense items, if capital orders are received before September 26, notify the PDC by submitting appropriate receiving reports.

c. Service Contracts

If a service contract or order (equipment rental, maintenance, etc.) was terminated on or before September 26, submit the receiving report or invoice immediately to the PDC advising them of the date the agreement was closed.

If it is impossible to submit a receiving report or invoice before September 29, 1986, submit a memorandum to the PDC Accounts Payable Branch. Show the actual or estimated amount, the nature of expenses, the vendor's name, and the purchase order number, if applicable, to insure inclusion in current fiscal year expense. When the actual invoice is finally submitted, include the statement, "Accrued to FY–86" on the face of the voucher.

The PDCs *will not* automatically develop accruals for unbilled contractual services performed. Each facility must review their service contracts and submit to the servicing PDC a memorandum, receiving document, certified invoice, etc., which states the amount to be accrued for FY 86. Notification must be received at the servicing PDC by October 1, 1986.

Special Note: Project Authorization Commitments.

Submit all commitment documents, Forms 4211, *Facility and Fixed Mechanization Project Contract Commitment Order,* dated on or before

September 26, to the St. Louis PDC no later than September 29 for processing. Commitment documents dated after September 26 will be processed in A/P 01, Fiscal Year 1987.

All Postal installations having vehicle hire must submit Forms 1804–B, *Postmaster's Certification of Vehicle Hire Service,* for the Accounting Period ending September 26 to the St. Louis PDC in the usual manner. Mail the next submission of Forms 1804–B for Accounting Period 01 ending October 24, on the normal schedule to the St. Louis PDC. Submit Forms 1804–C, *Postmaster's Certification of SDM Equipment Maintenance,* for special delivery messenger equipment maintenance to the St. Louis PDC according to the normal biweekly schedule through October 10.

2. Claims

All offices are requested to expedite the processing of tort claims. Forward completed tort claims over $500 to the appropriate PDC as rapidly as possible. Process all claims on hand and submit by the close of business September 26.

3. FEDSTRIP Procurement

All offices should anticipate their needs through September 26, and submit FEDSTRIP requisitions no later than September 12.

Do not submit requisitions for September 13 through September 26 except for items needed for emergencies.

4. Travel

All travel vouchers must be promptly submitted through the proper administrative channels to the PDC on or before the scheduled due dates furnished below. If an employee traveled at the beginning of the accounting period and does not anticipate any further travel requirements before the close of the accounting period, the voucher must be submitted immediately.

a. Vouchers for all travel through September 26 must be received at the PDC no later than October 1.

b. Travel involving movement of household goods and other relocation expenses incident to permanent change of duty station, when the expense is incurred on or before September 26, should be reported no later than October 1.

If it is impossible to submit a travel voucher according to these due dates, submit a memo to the PDC Accounts Payable Branch no later than October 1. Show the actual or estimated amount and nature of expenses (Relocation/Regular Travel) to insure inclusion in current fiscal year expense. Include traveler's name, social security number, finance number, account and subaccount for reference purposes. When the actual voucher is finally submitted, include the statement "Accrued to FY–86" on the face of the voucher. *Offices controlling these memoranda should advise PDC's when their outstanding balance has been liquidated once all vouchers have been submitted for the prior fiscal year.*

The Accounting Policies and Procedures Division will make arrangements to accrue expenses incurred for transportation of household goods and home sale services under the PCES "Relocation Management Firm" program.

Note.—Do not establish a relocation accrual simply by projecting an estimated cost for the entire relocation event. Only relocation expenses actually incurred on or before September 26 are subject to year-end accrual.

5. Uniform Allowances

Submit all Forms 1498, *Uniform Allowance Payment Record,* for invoices older than 10 working days, to the St. Louis PDC for timely processing.

6. Imprest Fund

Submit imprest fund reimbursement vouchers through September 26, to reach the PDC by September 29.

7. Money Orders

Submit money order vouchers and international authorization vouchers in accordance with Part 685, Handbook F–1, *Financial Handbook for Post Offices.*

8. Non-Postal Training

Submit original Form 1782, *Training Request, Authorization, and Record,* with supporting documentation (e.g., invoice, canceled check) to reach the PDC Accounts Payable Branch by September 29. Forms 1782 without supporting documentation will not be expensed.

If you do not have supporting documentation for completed training, send a memorandum to the PDC giving the name of the individual, finance number, account number, and the amount to be accrued for FY 86.

9. Special Reminders

a. Transactions recorded in trust funds should also be recorded in Section VII, *Trust Funds,* on the reverse side of the statement of account.

b. No actual bills should be submitted to the PDC's for items recorded in trust funds.

c. Submission of the following forms to St. Louis PDC will be made on a normal accounting period schedule for A/Ps 13, FY 86, and 01, FY 87.

(1) Form 3232, *Self-Service Postal Center, Cost Report.*

(2) Form 5660, *Summary of Passport Applications Accepted.*

d. All Management Sectional Centers should ensure that Form 835, Registered and COD Transactions, is mailed by all their CAG A thru J

offices so as to reach their host PDC's by Tuesday, September 30, 1986.

e. Forms 2130, *Claim for Loss-Initial Letter,* must be submitted to the PDC prior to September 26, 1986. The date of the entry to the claim for loss AIC (519, 520, 633) in the Account book must be in A/P 13 or PQ IV.

—Department of Controller, 9–11–86.

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NO. 173

Keep all foreign order notices for use as reference.

TENTATIVE ORDER

A tentative *Lottery Order* has been issued against the following:

CANADA

Statesmen Club
P.O. Box 2079
Vancouver, B.C.
Canada V6B 4Y5

and

Statesmen Club
P.O. Box 5400

and

Records Division
P.O. Box 5400
Vancouver, B.C.
Canada V6B 5B2

Final Orders. The tentative *Lottery Order* issued against the following has become final:

CANADA

Kenaston International
P.O. Box 2000
5432–12th Ave.

and

William Moodey
P.O. Box 2000
5432–12th Ave.
Delta, B.C.
Canada V4M 3Z4

CANADA—Continued

Kenaston Services
P.O. Box 2405 and 2504
549 Columbia St.

and

J.S. McKee
P.O. Box 2504
549 Columbia St.
New Westminster, B.C.
Canada V3L 5L8

Kenaston International
P.O. Box 2010
5432–12th Avenue

and

J.S. Mackie
P.O. Box 2010
5432–12th Avenue
Delta, B.C.
Canada V4M 3Z7

FEDERAL REPUBLIC OF GERMANY

L.E. Freundel
D–6000 Frankfurt/Main 70
Postfach 70 02 30
W. Germany

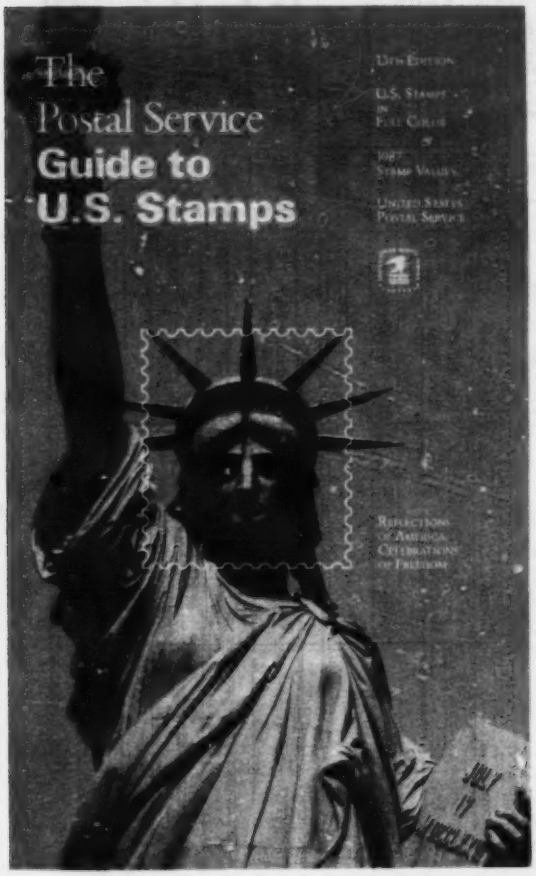
Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices. *—Judicial Officer, 9–11–86.*

BUY U.S. SAVINGS BONDS, STAR-SPANGLED SAVINGS PLAN FOR ALL AMERICANS

THE POSTAL SERVICE GUIDE TO U.S. STAMPS

The Postal Service Guide to U.S. Stamps, 13th edition, Item No. **861** will be placed on sale upon receipt at all postal facilities normally selling philatelic products, at Philatelic Centers and by mail order from the Philatelic Sales Division, Washington, D.C. 20265–9997. The issuance of the book coincides with the sixth annual National Stamp Collecting Month celebration.



Distribution of the book to all Stamp Distribution Offices (SDOs) should be completed during the last week in September. All Associate Offices requiring this product should submit a Form 17A, *Accountable Paper Items Requisition,* to their SDOs so that they will have the book available in October. Please note that the quantity produced of the 13th Edition of *The Guide* has been reduced. Therefore, the quantity shipped to each office has been reduced from previous years. Extra supplies have been shipped to APDs for back-up orders, as necessary. A drilled copy of the book will be sent to all CAG A–H post offices, stations, and branches to update the plastic lobby display.

The Postal Service Guide to U.S. Stamps will retail for $5.00, the first increase in 10 years. All sales of the product should continue to be reported in AIC 092, Philatelic Product Sales, on the daily 1412A, *Daily Financial Report.* It also will be included on the quarterly Form 1079, *Philatelic Product Physical Inventory Recap,* as required.

As only the current edition of *The Guide* should be sold, withhold all remaining copies of the 12th edition (Item No. **822**) from sale immediately after receipt of the 13th edition (Item No. **861**), and take the following actions:

1. Retail Outlets. Collect all copies of the 12th edition of *The Guide* from stamp credits. Immediately return them to the main stock, using the reverse side of Form 17.

2. Post Offices. Consolidate all remaining copies of the 12th edition of *The Guide* in the main stock. Hold them for return to your Stamp Distribution Office during the week of October 13–17. List the quantity and value of the returned stock on the reverse of Form 17, record their value in AIC 501, Postage Stock Shipped, and reduce stamp accountability accordingly. Send original Form 17 to the Postal Data Center with the *Statement of Account.* The name and finance number of the Stamp Distribution Office, as well as that of the shipping office, must be shown on the Form 17.

3. Stamp Distribution Offices. Record the value of all copies of the 12th edition of *The Guide* received in AIC 005, Postage Stock Received, and increase stamp accountability accordingly.

4. MSC/Division Benjamin Franklin Stamp Club Coordinators and Project Leaders. Submit a Form 17 for the number of the 12th edition of *The Guide* (Item No. **822**) necessary for the Benjamin Franklin Stamp Club program. The products to be used in promoting the program are to be stamped NOT FOR RESALE. The person having custody of accountable paper will attest that each item has been so stamped and prepare a Form 3238, *Destruction Certificate,* endorsed "Philatelic Products Given to Benjamin Franklin Stamp Club." Attach the related Form 17 to the office copy of Form 3238. Project Coordinators will acknowledge receipt of Item No. **822** and are responsible for its control.

5. Disposition. Dispose of all remaining copies of the 12th edition (Item No. **822**) in accordance with Handbook F–1, *Financial Handbook for Post Offices,* 553.

Since disposition instructions have been issued annually for past issues of *Stamp & Stories* and *The Postal Service Guide to U.S. Stamps,* only the 13th edition should be in inventory after the above procedures are completed. If previous issues of any of the above publications are on hand, they are to be disposed of immediately, in accordance with Handbook F–1, 553.

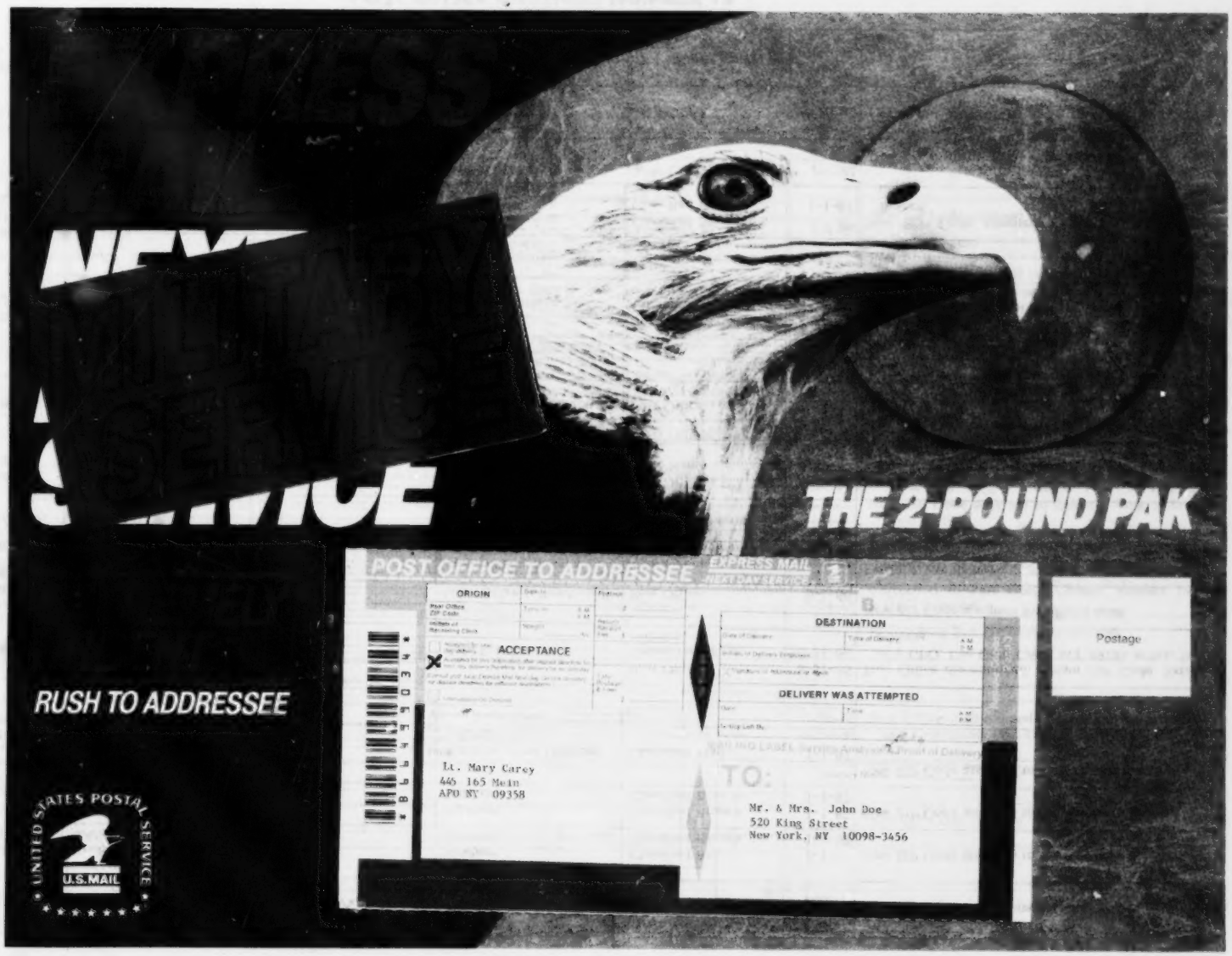
—Marketing Dept., 9–11–86.

POST OFFICE CHANGES NUMBER 15

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	013960	35467	AL	Havana	Hale		Post Office	4-30-86	Correction to Post Office Change Number 11, ZIP Code in error.
NEW	015700	35474	AL	Moundville	Hale	Havana	Place Name	4-30-86	
OLD									New ZIP Code assigned to Delivery Area.
NEW	036771	86303	AZ	Prescott	Yavapai	Main Office (New Delivery Area).	Post Office	1-1-87	
OLD									New ZIP Code assigned to Delivery Area.
NEW	054416	95242	CA	Lodi	San Joaquin	Main Office (New Delivery Area).	Post Office	1-1-87	
OLD									New ZIP Code assigned to Delivery Area.
NEW	054542	95032	CA	Los Gatos	Santa Clara	Main Office (New Delivery Area).	Post Office	1-1-87	
OLD									New ZIP Code assigned for official mail.
NEW	072358	80266	CO	Denver	Denver	Main Office (official mail)	Post Office	9-1-86	
OLD	083876	06040	CT	Manchester	Tolland	Bolton	Classified Branch	1-1-87	New ZIP Code assigned to the Bolton Branch.
NEW	083876	06043	CT	Manchester	Tolland	Bolton	Classified Branch	1-1-87	
OLD									Establish city delivery. Correction to Post Office Change Number 14, ZIP Code in error.
NEW	114140	32737	FL	Howey in the Hills	Lake		Post Office	2-1-86	
OLD									Establish city delivery.
NEW	120055	30103	GA	Adairsville	Bartow		Post Office	8-2-86	
OLD									New ZIP Code assigned to Delivery Area of Gresham Road Station.
NEW	125588	30068	GA	Marietta	Cobb	Gresham Road	Classified Station	1-1-87	
OLD	151950	83230	ID	Conda	Caribou		Post Office	7-1-85	Correction to Post Office Change Number 14. Use Conda ID 83230 as last line of address.
NEW	158350	83230	ID	Soda Springs	Caribou	Conda	Place Name	7-1-85	
OLD	204960	41450	KY	Maggard	Magoffin		Post Office	8-24-86	Correction to Post Office Change Number 14, ZIP Code in error.
NEW	206816	41465	KY	Salyersville	Magoffin	Maggard	Place Name	8-24-86	
OLD									New Station and ZIP Code established.
NEW	214979	70598	LA	Lafayette	Lafayette	Energy	Classified Station	8-1-86	
OLD									
NEW									
OLD	225505	04954	ME	New Portland	Somerset		Post Office	8-30-86	Post Office discontinued. Retain ZIP Code. Establish as a Community Post Office.
NEW	225910	04954	ME	North New Portland	Somerset	New Portland	Community Post Office.	8-30-86	
OLD									
NEW									
OLD									New ZIP Code assigned to Delivery Area.
NEW	240799	02222	MA	Boston	Suffolk	John Fitzgerald Kennedy	Classified Station	1-1-87	
OLD									
NEW									
OLD	237056	21122	MD	Pasadena	Anne Arundel	Lake Shore	Classified Branch	8-1-86	Branch Discontinued. Name Lake Shore may continue as last line of address.
NEW	237056	21122	MD	Pasadena	Anne Arundel		Post Office	8-1-86	
OLD									
NEW									

POST OFFICE CHANGES NUMBER 15—Continued

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD	245083	01950	MA	Newburyport	Essex	Newbury	Classified Branch	1-1-87	New ZIP Code assigned to the Newbury Branch.
NEW	245083	01951	MA	Newburyport	Essex	Newbury	Classified Branch	1-1-87	
OLD	245083	01950	MA	Newburyport	Essex	Salisbury	Classified Branch	1-1-87	New ZIP Code assigned to the Salisbury Branch.
NEW	245083	01952	MA	Newburyport	Essex	Salisbury	Classified Branch	1-1-87	
OLD									New ZIP Code assigned to Delivery Area.
NEW	284188	64804	MO	Joplin	Jasper	A station (New Delivery Area).	Classified Station	1-1-87	
OLD									
NEW									
OLD	293528	59733	MT	Gold Creek	Powell		Post Office	8-31-86	Post Office discontinued. Retain ZIP Code. Establish as a CPO. Use Gold Creek MT 59733 as last line of address.
NEW	292268	59733	MT	Deer Lodge	Powell	Gold Creek	Community Post Office.	8-31-86	
OLD									New ZIP Code assigned for official mail.
NEW	350060	12288	NY	Albany	Albany	Main Office (official mail)	Post Office	9-1-86	
OLD									Establish city delivery.
NEW	361208	28428	NC	Carolina Beach	New Hanover		Post Office	5-11-85	
OLD									
NEW									
OLD	436300	02858	RI	Oakland	Providence		Post Office	8-29-86	Post Office discontinued. ZIP Code retained. Establish as a Place Name. Use Oakland, RI 02858 as last line of address.
NEW	434480	02858	RI	Harrisville	Providence	Oakland	Place Name	8-29-86	
OLD									New ZIP Code assigned to Post Office Boxes at the GMF.
NEW	474404	38308	TN	Jackson	Madison	GMF (New box section ZIP Code).	Post Office	9-1-86	
OLD									
NEW									
OLD	475112	37773	TN	Lone Mountain	Claiborne		Post Office	2-28-86	Post Office discontinued. ZIP Code retained. Establish as a Community Post Office. Use Lone Mountain, TN 37773 as last line of address.
NEW	476264	37773	TN	New Tazewell	Claiborne	Lone Mountain	Community Post Office.	2-28-86	
OLD									
NEW									
OLD	501008	05401	VT	Burlington	Chittenden	South Burlington	Classified Branch	1-1-87	New ZIP Code assigned to the South Burlington Branch.
NEW	501008	05403	VT	Burlington	Chittenden	South Burlington	Classified Branch	1-1-87	


THE 2-POUND PAK
POST OFFICE TO ADDRESSEE
EXPRESS MAIL
NEXT DAY SERVICE
ORIGIN
ACCEPTANCE
DESTINATION
DELIVERY WAS ATTEMPTED
Postage
Lt. Mary Carey
446 165 Main
APO NY 09358
TO:
Mr. & Mrs. John Doe
520 King Street
New York, NY 10098-3456
RUSH TO ADDRESSEE
UNITED STATES POSTAL SERVICE
U.S.MAIL

CHRISTMAS MAILING DATES—1986

Military Mail—Outbound

To assure the timely arrival at overseas destinations for Christmas delivery, all mail should be posted in the Continental United States (only) on or before the following dates in 1986:

Destination	Priority	Letters	Parcels		Surface
			Airlift Space Available		
			(PAL)	(SAM)	
Africa	1 Dec	1 Dec	10 Nov	3 Nov	3 Nov.
Alaska	8 Dec	8 Dec	1 Dec	24 Nov	24 Nov.
Hawaii	8 Dec	8 Dec			24 Nov.
Australia	24 Nov	24 Nov	10 Nov	3 Nov	17 Oct.
Caribbean/West Indies	8 Dec	8 Dec	24 Nov	17 Nov	17 Nov.
Central and South America.	24 Nov	24 Nov	15 Nov	3 Nov	31 Oct.
Europe	5 Dec	5 Dec	24 Nov	14 Nov	31 Oct.
Far East	5 Dec	5 Dec	24 Nov	14 Nov	17 Oct.
Greenland	1 Dec	1 Dec	24 Nov	17 Nov	31 Oct.
Iceland	8 Dec	8 Dec	24 Nov	17 Nov	31 Oct.
Mid-East	28 Nov	28 Nov	3 Nov	27 Oct	27 Oct.
South and East Asia	24 Nov	24 Nov	7 Nov	3 Nov	17 Oct.

Offices outside the Continental United States, i.e., Puerto Rico, Virgin Islands, Hawaii, Alaska, and Trust Territories, should advise customers of actual posting dates which will insure that Christmas mail en route to other countries is available in the Continental United States by the dates listed above.

Military Mail—Inbound

To assure the timely arrival and delivery at United States destinations, all mail should be received at the gateway points by the following dates:

Destination	Priority	Letters	Parcels		Surface
			Airlift Space Available		
			(PAL)	(SAM)	
Gateway Points	12 Dec	12 Dec	8 Dec	24 Nov	

International Mail—Outbound

Destination	Air Parcels	Airmail Letters/Cards	Surface
North and Northwest Africa	24 Nov	1 Dec	3 Oct.
Australia	24 Nov	24 Nov	3 Oct.
Caribbean/West Indies	12 Dec	12 Dec	3 Nov.
Central and South America	5 Dec	5 Dec	3 Nov.
Europe	1 Dec	5 Dec	3 Nov.
Far East	1 Dec	5 Dec	17 Oct.
Mid-East	24 Nov	28 Nov	17 Oct.
Southeast Asia	24 Nov	24 Nov	3 Oct.
Southeast Africa	24 Nov	1 Dec	3 Oct.
West Africa	24 Nov	1 Dec	3 Oct.

Offices outside the Continental United States, i.e., Puerto Rico, Virgin Island, Hawaii, Alaska, and Trust Territories, should advise customers of actual posting dates which will insure that Christmas mail en route to other countries is available in the Continental United States by the dates listed above.

—Mail Processing Dept., 9–11–86.

U.S. Postal Service

13 Period Year Calendar — 1987-1988*

Pay Period	Postal Fiscal Year 1987 (September 27, 1986 through September 25, 1987) S	S	M	T	W	T	F	Month	Week	Postal Quarter	Accounting Period	Holidays	Month	Pay Period	Postal Fiscal Year 1988 (September 26, 1987 through September 23, 1988) S	S	M	T	W	T	F
21	9/27						3		1					21	9/26						2
	4						10		2						3						9
22	11		12				17	Oct	3	I	1	Columbus Day	Oct	22	10		12				16
	18						24		4						17						23
23	25						31		5					23	24						30
	1						7		6						31						6
24	8			11			14	Nov	7	I	2	Veterans Day	Nov	24	7				11		13
	15						21		8						14						20
25	22					27	28		9			Thanksgiving		25	21					26	27
	29						5		10						28						4
26	6						12	Dec	11	I	3		Dec	26	5						11
	13						19		12						12						18
1	20					25	26		13			Christmas		1	19						25
	27					1	2		14			New Year's Day			26						1
2	3						9		15	I	4		Jan	2	2						8
	10						16	Jan	16						9						15
3	17		19				23		17			King's Birthday		3	16		18				22
	24						30		18						23						29
4	31						6		19	II	5			4	30						5
	7						13	Feb	20						6						12
5	14		16				20		21			Washington's Birthday	Feb	5	13		15				19
	21						27		22						20						26
6	28						6		23	II	6			6	27						4
	7						13	Mar	24						5						11
7	14						20		25				Mar	7	12						18
	21						27		26						19						25
8	28						3		27	II	7			8	26						1
	4						10	Apr	28						2						8
9	11						17		29				Apr	9	9						15
	18						24		30						16						22
10	25						1		31	III	8			10	23						29
	2						8		32						30						6
11	9						15	May	33					11	7						13
	16						22		34						14						20
12	23		25				29		35	III	9	Memorial Day	May	12	21						27
	30						5		36						28		30				3
13	6						12	Jun	37					13	4						10
	13						19		38						11						17
14	20						26		39	III	10		Jun	14	18						24
	27						3		40						25						1
15	4						10		41			Independence Day		15	2		4				8
	11						17		42						9						15
16	18						24	Jul	43	IV	11		Jul	16	16						22
	25						31		44						23						29
17	1						7		45					17	30						5
	8						14		46						6						12
18	15						21	Aug	47	IV	12		Aug	18	13						19
	22						28		48						20						26
19	29						4		49					19	27						2
	5		7				11		50						3		5				9
20	12						18	Sep	51	IV	13	Labor Day	Sep	20	10						16
	19						25		52						17						23

*This two-year calendar conforms to the Postal Service 13-period accounting year and represents fiscal years 1987 and 1988.

Note: Legal Holidays observed are: Columbus Day, the 2nd Monday in October; Veterans Day, November 11; Thanksgiving, the 4th Thursday in November; Christmas, December 25; New Year's Day, January 1; King's Birthday, 3rd Monday in January; Washington's Birthday, the 3rd Monday in February; Memorial Day, the last Monday in May; Independence Day, July 4; and Labor Day, the first Monday in September. Holidays falling on Saturday are observed on Friday; those falling on Sunday are observed on Monday.

SEPTEMBER 1986

Have you seen any of these children?

Angelea Loraine Westberry
Born: 07/13/67
Date missing: 12/01/84
From: Jacksonville, Florida

Anthonette Cayedito
Born: 12/25/76
Date missing: 04/06/86
From: Gallup, New Mexico

Toni Lynn McNatt-Chiapetta
Born: 05/31/66
Date missing: 11/05/81
From: Clairton, Pennsylvania

Jane Louise Puckett
Born: 06/26/61
Date missing: 11/23/77
From: Colonial Heights, Virginia

Michele Reidenbach
Born: 12/29/64
Date missing: 10/06/81
From: Evans City, Pennsylvania

Ara Denice Johnson
Born: 03/26/81
Date missing: 04/02/86
From: Big Sandy, Texas

Please Call the National Center for Missing and Exploited Children—
HOT LINE 1-800-843-5678

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations and branches. Please remove and discard previous versions. At their option, operators of contract postal units may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record,* a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service *only* through periodic issues of the POSTAL BULLETIN.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21582** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

018115	117253	294159	336139	454132	607099	770501	901518	937201
021455	117368	295059	336259	454146	607571	770512	901569	937205
021462	125007	297009	336308	454150	607597	770526	901634	940281
024013	139007	314543	336413	460006	607637	770592	902391	941145
030631	139008	325078	336602	461006	631185	770657	902400	945246
060033	139014	327060	336852	462191	631337	770710	907221	950141
066060	139015	327081	337060	462208	631349	770770	913424	954090
066080	139016	328101	337074	462211	658129	770842	913451	958133
069264	146027	328117	337096	462213	658136	773031	913454	958144
069343	165038	328130	338106	462215	664100	773033	913483	968178
070548	191321	328148	338107	468072	666101	773034	917022	968209
070574	191405	331146	358150	468077	674100	773035	917135	968215
073032	191460	331183	372196	480335	701502	773060	917531	968220
077511	191506	331303	372231	486034	705006	780051	917567	968221
079376	200417	331487	372256	486053	705008	782229	917666	968226
100749	207023	331582	372257	489034	708259	785090	918001	968227
101015	207074	331626	386012	503167	711084	787273	926660	968229
101118	207081	331633	402105	523007	711276	787309	926664	972290
101283	207083	334216	402155	554540	712144	794088	926740	981422
101454	207089	335019	402278	577032	713040	801017	926758	981482
101724	208053	335048	405054	591150	729034	801028	926765	981503
101938	208063	335055	405063	591190	731287	802032	926866	981548
101969	209005	335086	405064	597500	741485	802505	926872	984061
104023	212233	335111	405066	600029	750668	802512	926874	984071
105019	212238	335174	405076	600032	752522	802516	926877	988018
105031	220109	335197	410022	600073	757122	809033	926903	997078
105032	221080	335253	432208	600213	760274	841109	926921	997107
105033	222105	335283	436069	600380	760337	841189	927143	
105034	232100	335315	441466	600613	770084	850414	927289	
111073	232117	335361	451023	601054	770123	850447	927304	
113059	281046	335571	452056	601247	770272	856010	927331	
114092	282181	336042	452057	601372	770283	856014	927373	
115835	282208	336108	452276	602011	770377	901467	931937	
117235	294138	336111	454110	602025	770426	901513	931950	

—Marketing Dept., 9-11-86.

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/city	Names covered	Product
IL, Woodstock 60098-0464	CM/NA, Commission Mailers of North America, P.O. Box 464.	An envelope stuffing promotion.
IL, Woodstock 60098-0950	CM/NA, Commission Mailers of North America, P.O. Box 950.	An envelope stuffing promotion.
IL, Woodstock 60098-0464	ISDC, International Success Development Corporation, P.O. Box 464.	An envelope stuffing promotion.
IL, Woodstock 60098-2539	Michael Narcum, 1954 Hilltop Ct.	An envelope stuffing promotion.
IL, Woodstock 60098-0464	Division Headquarters, P.O. Box 464	An envelope stuffing promotion.
IL, Woodstock 60098-0464	Oracle International, Department H, POLB 464.	An envelope stuffing promotion.
IL, Woodstock 60098-0464	Oracle International, Department H, P.O. Box 464.	An envelope stuffing promotion.
IL, Woodstock 60098-0464	Mailers, P.O. Box 464	An envelope stuffing promotion.

—Judicial Officer, 9-11-86.

DON'T "STASH" YOUR CASH

SAY 'NOPE' TO DOPE!

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21581 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
271 186 6453 to 6463
279 022 5467 to 5499
280 255 8618 to 8647
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 336 2000 to 2499
282 532 1100 to 1199
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
301 424 3477 to 3499
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 116 6533 to 7499
349 389 9242 to 9299
349 615 0000 to 0099
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
361 974 6811 to 6999
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
363 965 7892 to 7999
364 467 6102 to 6199
364 826 1081 to 1099
365 512 9428 to 9499
365 693 4200 to 4299
365 842 7960 to 7999
365 997 7565 to 7699
366 205 2072 to 2099
366 772 6702 to 6799
366 998 7669 to 7681
367 303 6006 to 6099
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
367 519 6700 to 6899
368 371 3923 to 3999
368 854 6200 to 6299
369 674 8141 to 8199
369 718 3783 to 3799
370 193 8257 to 8299
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

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21584

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

SPECIAL BULLETIN PB 21584—September 16, 1986—48 Pages

NWRS CHANGES FOR FY 1987

A number of changes to the National Workhour Reporting System (NWRS) will become effective on September 27, 1986, the start of FY 1987. These changes are primarily due to the reorganization which was implemented on June 7, 1986.

The contents of this bulletin are primarily for the conversion activities required to implement the complete realignment of the Labor Distribution Codes (LDCs). This bulletin should be retained for reference, as most of the content will not be included in the FY 87, F-2, Functional Management Handbook.

NWRS FUNCTIONS

The NWRS Functions have been redefined to more accurately reflect the responsibilities of the new organization. The FY 1987 NWRS Functions are:

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0—Operations—Support
1—Operations—Mail Processing
2—Operations—Delivery Services
3—Operations—Maintenance
3a—Operations—Vehicle Services
3b—Operations—Plant & Equipment Maintenance
4—Operations—Customer Services
5—Controller
6—Human Resources
7—Marketing & Communications
8—Administration (Field)
8—Headquarters General Management (HQ)
9—Training

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P1.3:

LABOR DISTRIBUTION CODES (LDCs)

Some LDCs have been redefined, new LDCs have been added, and others have been split to more accurately reflect their activities. The new LDC Matrix, by format, is shown in Table 1. Table 2 reflects the LDC definitions. These tables should be carefully reviewed to insure that hours are charged to the correct LDC.

1. LDCs in PDC and PSDS Employee Master Records (EMR) will be automatically changed, effective PP 21-86 (FY 87), per the table shown below.

FY 86 LDC	FY 87 LDC	Comments
Field Employees		
01	80	
29	04	
33	32	
35	34	
36	31	
47	48	(A-G Offices)
48	47	(H-L Offices)
Headquarters and Related Employees		
03	80	
04	58	
07	59	
19	81	
28	82	
37	82	
53	85	
54	85	
55	83	
56	85	
57	88	
58	83	
59	87	
64	86	
Field Employees		
70	35	
72	36	
73	37	
74	38	
75	39	
78	85	
Headquarters and Related Employees		
65	86	
78	80	
79	88	
80	85	
81	89	
82	80	
83	85	
84	86	
85	88	
86	83	
87	89	
88	89	
89	87	

2. All Field employees with the following LDCs **will need** to be converted manually to the new/revised LDCs. The selection of the proper LDC for these employees should be based on their primary duties and reporting relationships. Offices must input changes for these LDCs locally (Effective PP 21). Use the procedures contained in Fiscal Handbook F-2, Sections 312 and 313. Time card offices must use block 99 of the timecard for week 1 of PP 21. PSDS offices must use TR-86.

FY 86 LDC	FY 86 Description	FY 87 LDC	FY 87 Descriptions
05.....	Supv-Postal Mgmt	70.....	Supv-Marketing & Communic
		81.....	Supv-Administration
06.....	Admin & Clerical	74.....	Communications
		82.....	Admin&Cler-Administration
45.....	Customer Serv Reps	70.....	Supv-Marketing & Communic
		71.....	Account Management
		72.....	Technical Sales & Service
		73.....	Merchandising & Promotion
53.....	Rates & Class.	06.....	Statistical Programs
		19.....	Bulk Mail Acceptance
		75.....	Mailing Requirements

3. Field employees with the following LDCs **may need** to have their LDC changed locally or, based on their primary duties and their reporting relationships, they may remain in the same LDC. Refer to the new LDC definitions (Table 2). If a change is needed use the procedures contained in Fiscal Handbook F-2, Functional Management, Sections 312 and 313.

FY 86 LDC	FY 86 Description	FY 87 LDC	FY 87 Descriptions
02.....	Quality Control	01.....	Supv-Operations-Support
		02.....	Quality Control
03.....	Industrial Eng.	01.....	Supv-Operations-Support
		03.....	Industrial Engineering
20.....	Supv-Del Serv	01.....	Supv-Operations-Support
		20.....	Supv-Operations-Del Serv
21.....	City Delivery	21.....	City Delivery - Office
		29.....	Routers
40.....	Supv-Customer Ser	40.....	Supv-Operations-Cust Ser
		70.....	Supv-Marketing & Communi
48.....	Admin & Clerical	09.....	Delivery & Retail Pgms
		33.....	VPO Support
		48.....	Admin & Cler-Cust Serv
		76.....	Consumer Affairs
		77.....	Accountable Paper
		78.....	Admin & Clerical - M & C

FY 86 LDC	FY 86 Description	FY 87 LDC	FY 87 Descriptions
50.....	Supervision-Finance	01.....	Supv-Operations-Support
		50.....	Supv-Controller
		70.....	Supv-Marketing & Commun
		81.....	Supv-Administration
52.....	Admin & Clerical	51.....	Management Info Systems
		52.....	Accounting Services
		53.....	PSDS Operations
		54.....	Budget & Fin Analysis
		55.....	Systems Compliance
		56.....	Admin & Cler-Controller
		83.....	Procurement
62.....	Admin & Clerical	61.....	Labor Rel. Activities
		62.....	Personnel Services
		63.....	Safety & Health
		64.....	EEO/Affirmative Action

4. Table 3 reflects the FY 87 MOD Operation Number to LDC crosswalk.

5. Table 4 reflects the FY 87 Valid LDC-CAG-D/A Table.

6. NWRS/PSFR SPLY data will be mechanically converted to the new FY 87 LDC Matrix by the PDC. This conversion will be accomplished using a percentage reallocation as shown in Table 5.

7. FY 87 budget data will be mechanically converted to the new FY 87 LDC Matrix by the PDC. This conversion will be accomplished using a percentage reallocation as shown in Table 6.

MOD SYSTEM

Many changes to the MOD System will be effective on September 27, 1986. Most of these changes are due to the revised LDC Matrix.

1. The following new MOD operation numbers have been validated for use in FY 87:

NEW OPERATION NUMBERS

Operation	LDC	Description
341	16	Quality working life Coordinator (Non Supv)
342	10	Quality working life Coordinator (Supv)

NEW OPERATION NUMBERS (cont)

Operation	LDC	Description
597	01	Director - Operations Support
598	10	Director - City Operations
599	50	Controller - Division
600	60	Director - Human Resources
601	70	Director - Marketing & Communications
602	81	Manager - Administrative Services
603	81	Director - Field Operations
635	50	Meeting Time - Controller
636	51	Meeting Time - Mgmt. Info Systems
637	56	Meeting Time - Admin. & Clerical
638	53	Meeting Time - PSDS Operations
639	54	Meeting Time - Budget & Financial Analysis
640	55	Meeting Time - Systems Compliance
641	60	Meeting Time - Human Resources
642	61	Meeting Time - Labor Relations Activities
643	62	Meeting Time - Personnel Services
644	64	Meeting Time - EEO/Affirmative Action
645	05	Logistics & Transportation
646	09	Delivery Service Analyst
647	33	VPO Support
648	51	Management Information Systems
649	53	PSDS Operations
650	54	Budget & Financial Analysis
651	56	Admin & Clerical - Controller/Finance
652	61	Labor Relations Activities
653	63	Safety & Health
654	64	EEO/Affirmative Action
655	70	Supervision - Marketing & Communications
656	71	Account Management
657	72	Technical Sales & Services
658	73	Merchandising & Promotion
659	74	Communications
660	75	Mailing Requirements
661	76	Consumer Affairs
662	77	Accountable Paper
663	78	Admin & Cler - Marketing & Communications
664	81	Supervision - Administration
665	82	Admin & Clerical - Administration
666	83	Procurement
667	84	Supervision - Facilities
668	08	Admin & Clerical - Operations Support
670	85	Admin & Clerical - Facilities
672	05	Admin & Clerical - Logistics & Transp.
673	03	Admin & Clerical - ETU
674	04	Admin & Clerical - AIS
675	09	Admin & Clerical - Delivery & Retail Pgms

NEW OPERATION NUMBERS (cont)

Operation	LDC	Description
676	08	Admin & Clerical - Maintenance Support
677	16	Admin & Clerical - General Mail
678	48	Admin & Clerical - Area Stations
679	31	Admin & Clerical - Fleet Operations
680	39	Admin & Clerical - Plant & Equip Maint
681	16	Admin & Clerical - AMF
682	51	Admin & Clerical - Management Info Systems
683	52	Admin & Clerical - Accounting Services
684	54	Admin & Clerical - Budget & Fin Analysis
685	55	Admin & Clerical - Systems Compliance
686	61	Admin & Clerical - Labor Relations
687	64	Admin & Clerical - EEO/Affirmative Action
688	62	Admin & Clerical - Employee Development
689	62	Admin & Clerical - Personnel Services
690	62	Admin & Clerical - Employee Placement
691	62	Admin & Clerical - Training
692	63	Admin & Clerical - Safety & Health
693	72	Admin & Clerical - Tech Sales & Services
694	73	Admin & Clerical - Merchand. & Promotion
695	72	Admin & Clerical - Commercial Accounts
696	74	Admin & Clerical - Communications
697	75	Admin & Clerical - Mailing Requirements
698	10	Supervision - M P Automation
699	10	Supervision - M P Mechanization
700	10	Supervision - M P Manual
709	29	Routers
710	29	Routers
711	29	Routers
788	98	Training - Administration
801	11	REI OCR - Outgoing Primary
802	11	REI OCR - Outgoing Secondary
803	11	REI OCR - State Distribution
804	11	REI OCR - SCF Primary
805	11	REI OCR - Incoming Primary
806	11	REI OCR - Incoming Secondary
807	11	REI OCR - Box Section
870	11	ECA BCS - Mixed Schemes
871	11	ECA BCS - Outgoing Primary
872	11	ECA BCS - Outgoing Secondary
873	11	ECA BCS - State Distribution
874	11	ECA BCS - SCF Primary
875	11	ECA BCS - Incoming Primary
876	11	ECA BCS - Incoming Secondary
877	11	ECA BCS - Box Section
920	01	Manager, ETU
921	01	Manager, Logistics & Transportation

NEW OPERATION NUMBERS (cont)

Operation	LDC	Description
922	01	Manager, Quality Control
923	01	Supervisor, Data Collection
924	01	Manager, Address Information Systems
925	01	Manager, Delivery & Retail Programs
926	01	Manager, Maintenance Engineering Support
927	10	Manager, GMF Operations
928	10	Tour Superintendant Mails
929	40	Manager, Area Stations
932	10	Manager, Air Mail Facility
933	35	Manager, Plant & Equipment Engineering
934	50	Manager, Management Information Systems
935	50	Manager, EDP Systems Operations
936	50	Manager, Accounting Services
937	50	General Supervisor - PSDS Operations
938	50	Manager, Budget & Financial Analysis
939	50	Manager, Systems Compliance
940	60	Manager, Labor Relations
941	60	Manager, EEO Compliance
942	60	Manager, Employee Development
943	60	Manager, Personnel Services
944	60	Manager, Training
945	60	Manager, Safety & Health
946	70	Manager, Technical Sales & Services
947	70	Manager, Merchandising & Promotion
948	70	Manager, Commercial Accounts
949	70	Manager, Communications
950	70	Manager, Mailing Requirements

2. The following MOD operation numbers are redefined for FY 87.

REDEFINED OPERATION NUMBERS

Operation	LDC	New Description
569	06	C/RA - Cost Ascertainment - Non Opns Empl
579	06	ODIS - Non Operations Support
592	06	C/RA - Cost Ascertainment - Opns Sup Empl
701	10	Supervision - M P Other Direct
702	10	Supervision - M P Indirect
783	93	Training - Plant & Equip. Maintenance
841	11	ECA OCR - Outgoing Primary
842	11	ECA OCR - Outgoing Secondary

REDEFINED OPERATION NUMBERS (cont)

Operation	LDC	New Description
843	11	ECA OCR - State Distribution
844	11	ECA OCR - SCF Primary
845	11	ECA OCR - Incoming Primary
846	11	ECA OCR - Incoming Secondary
847	11	ECA OCR - Box Section
851	11	BU & PB OCR - Outgoing Primary
852	11	BU & PB OCR - Outgoing Secondary
853	11	BU & PB OCR - State Distribution
854	11	BU & PB OCR - SCF Primary
855	11	BU & PB OCR - Incoming Primary
856	11	BU & PB OCR - Incoming Secondary
857	11	BU & PB OCR - Box Section
860	11	B & H BCS - Mixed Schemes
861	11	B & H BCS - Outgoing Primary
862	11	B & H BCS - Outgoing Secondary
863	11	B & H BCS - State Distribution
864	11	B & H BCS - SCF Primary
865	11	B & H BCS - Incoming Primary
866	11	B & H BCS - Incoming Secondary
867	11	B & H BCS - Box Section
967	06	ODIS - Operations Support Employees

3. The following MOD operation numbers are discontinued for FY 87.

DISCONTINUED MOD OPERATION NUMBERS

Operation	Description
550	Mail Classification
573-577	Finance Section
580	Customer Service Representatives
633	Meeting Time - Finance
755	Maintenance Management

4. The following MOD Operation Numbers have been assigned to different LDCs for FY 87.

OPERATION NUMBERS ASSIGNED TO NEW LDCs

Operation	FY 86 LDC	FY 87 LDC	Operation	FY 86 LDC	FY 87 LDC
001	53	19	671	01	80
455-462	08	88	712	06	82
463-470	09	89	713	21	22
471-504	08	88	715	21	22
505-538	09	89	717	21	22
540	52	56	719	21	22
551-552	53	75	721	21	22
556	52	56	723	21	22
569	53	06	725	21	22
570	52	83	727	21	22
571	06	82	729	21	22
579	53	06	745-746	75	39
592	53	06	747-749	74	38
594-596	29	04	750-752	72	36
610	52	56	753-754	73	37
615	36	31	762	33	32
616	75	39	763-764	36	31
617	36	31	766	35	34
623	52	56	773	35	34
624	75	39	839	53	19
628	52	56	879	70	35
629	75	39	967	53	06
634	75	39	999	52	53

5. The MOD Reports (including SPLY) will reflect the FY 87 LDC Matrix.

6. Plan data for the MOD system must be developed locally using the FY 87 budget plan converted per the conversion chart shown in Table 6.

NWRS REPORTS

The NWRS Workhour and Labor Utilization Reports have been revised to reflect the FY 87 functions and LDC Matrix.

POSTAL SERVICE FINANCIAL REPORT (PSFR)

The PSFR has been revised to display new personnel expense lines. These new lines reflect the FY 87 NWRS functions. Exhibit 1 contains the new functional lines.

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SPECIAL INTERIM NWRS WORKHOUR REPORT

The NWRS System will provide a "Special Interim NWRS Workhour Report" for FY 87 for the benefit of non-divisional Management Sectional Centers and large post offices. This Special Report is in addition to the NWRS Workhour Report and will group the FY 87 LDCs by the old (FY 86) Functions. Also included is a financial summary in the FY 86 functional line format following the report totals on page 4. This Special Report will be distributed to all MOD 1, MOD 2 offices and BMCs with summary reports to each MSC. In addition MSC summaries will be provided to the field divisions. It is intended that this "Interim" Report will be discontinued at a later date. Exhibit 2 reflects this Special Interim Workhour Report.

CORPORATE DATA BASE (CDB)

The historical data files in the CDB will be converted to the FY 87 LDC Matrix effective with the Accounting Period 1 processing cycle (November).

CITY DELIVERY OFFICE & STREET TIME RECORDING

In time card offices, the Delivery Unit Supervisor must provide the hours to be transferred from City Delivery - Office (LDC 21) to City Delivery - Street (LDC 22) to the Timekeeper/Finance unit for recording VIA Form 1236, "Loan, Transfer and Training Report".

NWRS RECAST REPORTS

NWRS workhour recast reports will be provided as follows:

1. "Before LDC Conversion" recast reports will be prepared by the PDC for all CAG A-G offices with MSC summaries and distributed to the MSC only.

2. "After LDC Conversion" recast reports will be prepared by the PDC and will have a normal distribution.

BUDGET REPORTS (PDC)

The PDC will prepare budget reports after the LDC conversion has been accomplished with a normal distribution. Budget reports will not be prepared by the PDC before the LDC conversion.

LDC ASSIGNMENTS FOR NEW POSITIONS (DIVISIONS & REGIONS)

Suggested LDC assignments for the new positions in the field division and regional offices are shown in Table 7.

LDCs 41 and 46

LDCs 41 and 46 will not be implemented on September 27, 1986. Due to the inability of the PSDS System to handle these changes they will be deferred until later in the fiscal year.

TABLE 1

NATIONAL WORKHOUR REPORTING SYSTEM

Format I MOD 1 & 2 Offices BMCs & Divisions	Format II Other CAG A-G Offices	Format III CAG H-L Offices	Format IV Regions	Format V Headquarters	National Format

FIELD FORMATS I,II,III,IV,V	VALID IN FORMAT	NATIONAL FORMAT
0 Operations - Support		**0 Operations - Support**
00		00
01 Supervision	I,II,IV	01 Supervision
02 Quality Control	I,II	02 Quality Control
03 Industrial Engineering	I,II	03 Industrial Engineering
04 Address Info. Systems	I,II	04 Address Info. Systems
05 Logistics and Transport	I,II	05 Logistics and Transport
06 Statistical Programs	I,II	06 Statistical Programs
07		07
08 Admin and Clerical	I,II,IV	08 Admin and Clerical
09 Delivery and Retail Pgms	I,II	09 Delivery and Retail Pgms
90 Trng - Operations - Support Function Total Overtime (Nonadd)	I,II,III,IV	90 Trng - Operations-Support Function Total Overtime (Nonadd)
1 Operations - Mail Processing		**1 Operations - Mail Processing**
10 Supervision	I	10 Supervision
11 Direct - Automation	I	11 Direct - Automation
12 Direct - Mechanized Distr	I	12 Direct - Mechanized Distr
13 Direct - Manual Distr	I	13 Direct - Manual Distr
14 Direct - Other Direct Opns	I	14 Direct - Other Direct Opns
15 Indirect	I	15 Indirect
16 Related Activities	I	16 Related Activities
17		17
18 BMC Control, Log. & Trans.	I	18 BMC Control, Log. & Trans
19 Bulk Mail Acceptance	I,II	19 Bulk Mail Acceptance
91 Trng - Operations - M P Function Total Overtime (Nonadd)	I,II,III,IV	91 Trng - Operations - M P Function Total Overtime (Nonadd)
2 Operations - Delivery Services		**2 Operations-Delivery Services**
20 Supervision	I,II	20 Supervision
21 City Delivery - Office	I,II,III	21 City Delivery - Office
22 City Delivery - Street	I,II,III	22 City Delivery - Street
23 Other Delivery	I,II	23 Other Delivery
24 Special Delivery	I,II	24 Special Delivery
25 Rural Delivery	I,II,III	25 Rural Delivery
26		26
27 Collections	I,II	27 Collections
28		28
29 Routers	I,II	29 Routers
92 Trng - Operations - Del Ser Function Total Overtime (Nonadd)	I,II,III,IV	92 Trng - Operations-Del Ser Function Total Overtime (Nonadd)

TABLE 1 (cont)

NATIONAL WORKHOUR REPORTING SYSTEM

Format I MOD 1 & 2 Offices BMCs & Divisions	Format II Other CAG A-G Offices	Format III CAG H-L Offices	Format IV Regions	Format V Headquarters	National Format

FIELD FORMATS I,II,III,IV,V	VALID IN FORMAT	NATIONAL FORMAT
3 Operations - Maintenance		**3 Operations - Maintenance**
3a Operations - Vehicle Servs		**3a Operations - Vehicle Servs**
30 Supervision	I,II	30 Supervision
31 Administrative & Clerical	I,II	31 Administrative & Clerical
32 Vehicle Maintenance	I,II	32 Vehicle Maintenance
33 VPO Support	I,II	33 VPO Support
34 Vehicle Operations	I,II	34 Vehicle Operations
3b Operations - Plant & Equip. Mt		**3b Operations-Plant & Equip Mt**
35 Supervision Plant/Equip Mnt	I,II	35 Supv Plant/Equip Maint
36 Postal Operating Equipment	I,II	36 Postal Operating Equipment
37 Building Systems Equipment	I,II	37 Building Systems Equipment
38 Custodial	I,II,III	38 Custodial
39 Maint. Plng., Ctrl. & Stores	I,II	39 Maint. Plng, Ctrl & Stores
93 Trng - Operations-P & E Mnt	I,II,III,IV	93 Trng - Operations-P&E Mnt
Function Total		Function Total
Overtime (Nonadd)		Overtime (Nonadd)
4 Operations - Customer Services		**4 Operations - Customer Servs**
40 Supervision	I,II,III	40 Supervision
41,45,46 Vacant		41,45,46 Vacant
42 Window Services	I,II	42 Window Services
43 Distribution	I,II	43 Distribution
44 Post Office Box Distr	I,II	44 Post Office Box Distr
47 Admin & Clerical (CAG H-L)	III	47 Admin & Clerical (CAG H-L)
48 Administrative/Misc	I,II	48 Administrative/Misc
49 Mail Markup - CMU/CFS	I,II	49 Mail Markup - CMU/CFS
94 Trng - Operations - Cust Ser	I,II,III,IV	94 Trng - Operations-Cust Ser
Function Total		Function Total
Overtime (Nonadd)		Overtime (Nonadd)
5 Controller		**5 Controller**
50 Supervision	I,II,IV	50 Supervision
51 Management Info Systems	I,IV	51 Management Info Systems
52 Accounting Services	I,II,IV	52 Accounting Services
53 PSDS Operations	I	53 PSDS Operations
54 Budgets and Fin Analysis	I,II,IV	54 Budgets and Fin Analysis
55 Systems Compliance	I,II,IV	55 Systems Compliance
56 Administrative and Clerical	I,II,IV	56 Administrative & Clerical
57		57
58	V	58 Inspection Service
59	V	59 Security Force
95 Trng - Controller	I,II,III,IV	95 Trng - Controller
Function Total		Function Total
Overtime (Nonadd)		Overtime (Nonadd)

TABLE 1 (cont)

NATIONAL WORKHOUR REPORTING SYSTEM

Format I MOD 1 & 2 Offices BMCs & Divisions	Format II Other CAG A-G Offices	Format III CAG H-L Offices	Format IV Regions	Format V Headquarters	National Format

FIELD FORMATS I,II,III,IV,V	VALID IN FORMAT	NATIONAL FORMAT
6 Human Resources		**6 Human Resources**
60 Supervision	I,II,IV	60 Supervision
61 Labor Relations Activities	I,II,IV	61 Labor Relations Activities
62 Personnel Services	I,II,IV	62 Personnel Services
63 Safety and Health	I,II,IV	63 Safety and Health
64 EEO/Affirmative Action	I,II,IV	64 EEO/Affirmative Action
65		65
66		66
67		67
96 Trng - Human Resources Function Total Overtime (Nonadd)	I,II,III,IV	96 Trng - Human Resources Function Total Overtime (Nonadd)
7 Marketing and Communications		**7 Marketing and Communications**
70 Supervision	I,II,IV	70 Supervision
71 Account Management	I,II,IV	71 Account Management
72 Technical Sales and Services	I,II,IV	72 Tech Sales and Services
73 Merchandising & Promotion	I,II,IV	73 Merchandising & Promotion
74 Communications	I,II,IV	74 Communications
75 Mailing Requirements	I,II	75 Mailing Requirements
76 Consumer Affairs	I,II	76 Consumer Affairs
77 Accountable Paper	I,II	77 Accountable Paper
78 Administrative and Clerical	I,II,IV	78 Administrative & Clerical
79		79
97 Trng - Marketing & Comm Function Total Overtime (Nonadd)	I,II,III,IV	97 Trng - Marketing & Comm Function Total Overtime (Nonadd)
8 Administration (Field)		**8 Administration (Field)**
80 Postmaster or Instal Head	I,II,III,IV	80 Postmaster or Instal Head
81 Supervision	I,II,IV	81 Supervision
82 Administrative & Clerical	I,II,IV	82 Administrative & Clerical
83 Procurement	I,II	83 Procurement
84 Facilities - Supv	I	84 Facilities - Supv
85 Facilities - NonSupv	I	85 Facilities - NonSupv
86		86
87		87
88 Management Projects - Supv	I,II,IV	88 Management Projects - Supv
89 Management Projects-NonSup	I,II,IV	89 Management Projects-NonSup
98 Trng-Administration(Field) Function Total Overtime (Nonadd)	I,II,III,IV	98 Trng-Administration(Field) Function Total Overtime (Nonadd)

TABLE 1 (cont)

NATIONAL WORKHOUR REPORTING SYSTEM

Format I MOD 1 & 2 Offices BMCs & Divisions	Format II Other CAG A-G Offices	Format III CAG H-L Offices	Format IV Regions	Format V Headquarters	National Format

FIELD FORMATS I,II,III,IV,V	VALID IN FORMAT	NATIONAL FORMAT
9 Training		**9 Training**
90 Trng - Operations Support	I,II,III,IV	90 Trng - Operations Support
91 Trng - Operations - M P	I,II,III,IV	91 Trng - Operations - M P
92 Trng - Operations - Del Ser	I,II,III,IV	92 Trng - Operations-Del Ser
93 Trng - Operations-P & E Mnt	I,II,III,IV	93 Trng - Operations-P&E Mnt
94 Trng - Operations - Cus Ser	I,II,III,IV	94 Trng - Operations-Cus Ser
95 Trng - Controller	I,II,III,IV	95 Trng - Controller
96 Trng - Human Resources	I,II,III,IV	96 Trng - Human Resources
97 Trng - Marketing and Comm	I,II,III,IV	97 Trng - Marketing and Comm
98 Trng-Administration(Field)	I,II,III,IV	98 Trng-Administration(Field)
99 Default Code		99 Default Code
Function Total (Training)		Function Total (Training)
Overtime (Nonadd)(Training)		Overtime (Nonadd)
		8 Headquarters General Mgmt
	V	80 Operations Support
	V	81 Operations Mail Processing
	V	82 Operations Delivery Servs
	V	83 Mgmt Info & Research Tech
		84
	V	85 Finance and Planning
	V	86 Human Resources
	V	87 Marketing & Communications
	V	88 Facilities and Supply
	V	89 Headquarters Senior Mgmt
		Function Total
		Overtime (Nonadd)
68 Limited Duty	I,II,IV,V	68 Limited Duty
69 Rehabilitation	I,II,III,IV	69 Rehabilitation
	V	
Grand Total All Hours		Grand Total All Hours
Grand Total Overtime Hours		Grand Total Overtime Hours
Grand Total Prior Period Adjs		Grand Total Prior Period Adjs
Grand Total Prior Year Adjs		Grand Total Prior Year Adjs
Percent Overtime Hours/All Hrs		Percent Overtime Hours/All Hrs

TABLE 2

LABOR DISTRIBUTION CODE DEFINITIONS

0 OPERATIONS - SUPPORT

01 Supervision

All supervisory hours used in support of the Operations Support function. All supervisory hours in Quality Control, Industrial Engineering, and Address Information Systems. Also includes the field division managers of Logistics and Distribution Systems, Delivery and Retail Programs, Maintenance Engineering Support, Manager of Engineering & Technical unit, and the Supervisor of Data Collection.

02 Quality Control

All nonsupervisory hours used in the Quality Control Office and others assigned to this activity.

03 Industrial Engineering

All nonsupervisory hours used by the Industrial Engineer and others assigned to this activity.

NOTE: Supervisors of Industrial Engineering and Quality Control previously charged to LDC 02 or 03 should be recorded in LDC 01.

04 Address Information Systems

All nonsupervisory hours used in the maintenance and quality control of Address Information Systems (5-digit Zip Code, CRIS and ZIP+4).

NOTE: All hours previously charged to LDC 29 AIS are now charged to LDC 04 (nonsupervisory) and LDC 01 (supervisory).

05 Logistics and Transportation

All nonsupervisory hours of employees involved in support of logistics and transportation activities assigned to the Operations - Support function.

06 Statistical Programs

All nonsupervisory hours of employees involved in support of statistical programs such as ODIS, C/RA, etc.

08 Administrative and Clerical

All nonsupervisory hours of employees involved in miscellaneous office work and record keeping for the Operations - Support function.

TABLE 2 (cont)

LABOR DISTRIBUTION CODE DEFINITIONS

0 OPERATIONS - SUPPORT (cont)

09 Delivery and Retail Programs

All nonsupervisory hours of employees involved in delivery and retail program activities including the Delivery and Vehicle Programs Specialist, Delivery and Vehicle Programs Analyst, Delivery Service Analysts and Retail Programs Specialist. Also includes the nonsupervisory hours of employees involved in OPERATION MAIL activities.

1 OPERATIONS - MAIL PROCESSING

10 Supervision

All supervisory hours in support of both direct and indirect mail processing activities. The Field Director of City Operations is also included in this LDC.

11 Direct - Automation

All nonsupervisory hours involving the advanced automation of mail processing such as readscan sorters, OCR-channel sorters and small bar code sorters.

12 Direct - Mechanized Distribution

All nonsupervisory hours involving mechanized mail processing such as:

MPLSM & SPLSM - Mixed schemes, outgoing primary, outgoing secondary, state, sectional center, incoming primary, incoming secondary, box section distribution.

Multiple position flat sorters, single position flat sorters.

13 Direct - Manual Distribution

All nonsupervisory hours in support of manual distribution of mail such as riffle mail, combined outgoing-incoming letter primary, outgoing flat primary and secondary, parcel post, outgoing letter secondary, state distribution-letters, bulk business letters and flats, airmail distribution - main facility and AMF, incoming letter primary and secondary, main office box section primary and secondary, incoming flat primary and secondary and incoming-outgoing parcel distribution.

TABLE 2 (cont)

LABOR DISTRIBUTION CODE DEFINITIONS

1 OPERATIONS - MAIL PROCESSING (cont)

14 Direct - Other Manual Operations

All nonsupervisory hours involving mail processing operations other than distribution. These direct operations include the mail preparation, presort operations, traying and sleeving, outgoing IPP pouch rack, loose pack, opening and traying operations, and platform operations.

NOTE: Optionally, these activities performed in a non-PSDS mail processing office may be charged to LDC 13.

15 Indirect

All nonsupervisory hours involving activities devoted to foreign mails, detail to mail order/publication houses, scheme proficiency monitoring, sack examination areas, empty equipment handling, mailgram, INTELPOST, registry section, rewrap of damaged parcels, business reply-postage due, and express mail.

16 Related Activities

All nonsupervisory hours involving standby-mail processing employees, office work and recordkeeping, mail flow density accumulations, travel time and meeting time, QWL activities, and steward's duty time for mail processing clerks and mailhandlers.

NOTE: Optionally, these activities performed in a non-PSDS mail processing office may be charged to LDC 15.

18 BMC Control, Logistics & Transportation

All hours involving the planning and production control functions of all mail processing activities at bulk mail centers, including scheduling schemes, performance reporting systems, quality standards, dispatching, planning and coordinating the transportation of mail going to and coming from all bulk mail centers. Also includes all hours involving the arrivals, security, movements, irregularities, and dispatching of all mail vans to and from bulk mail centers.

19 Bulk Mail Acceptance

All nonsupervisory hours used in bulk mail weighing and acceptance; administration of optional, alternative and standard postage payment procedures; detection of short paid and misclassified mail. Also includes hours of employees who devote four or more hours in a day to verification of presort or revenue protection activities.

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TABLE 2 (cont)

LABOR DISTRIBUTION CODE DEFINITIONS

2 OPERATIONS - DELIVERY SERVICES

20 Supervision

All supervisory hours in support of the Delivery Services function.

21 City Delivery - Office

All nonsupervisory office hours used on city delivery regular and auxiliary letter routes (excluding Router hours). Includes steward's duty time, standby time, travel time, meeting time, and miscellaneous Delivery Service activities. (Excludes combination routes.)

22 City Delivery - Street

All nonsupervisory street hours used on city delivery regular and auxiliary letter routes. Also includes waiting time. (Excludes combination routes.)

NOTE: Hours are charged to this LDC via Form 1236, Loan, Transfer and Training, only.

23 Other Delivery

All nonsupervisory hours used for the delivery of parcel post, relays, intra/inter city runs (other than those made by motor vehicle operators, LDC 34), and combination routes. Includes those portions of combination routes that are letter delivery or collection related.

24 Special Delivery

All nonsupervisory hours of special delivery messengers, including meeting and union duty time of certified stewards.

25 Rural Delivery

All nonsupervisory hours of rural carriers, substitutes and city delivery employees temporarily working on a rural route, meeting and union duty time of certified stewards.

27 Collections

All nonsupervisory hours used to provide collection service. Excludes combination routes and collection of mail on city delivery routes.

29 Routers

All nonsupervisory office hours of employees assigned to router positions (responsible for casing mail for more than one delivery assignment).

TABLE 2 (cont)

LABOR DISTRIBUTION CODE DEFINITIONS

Note: Any street duties performed by such employees are charged to LDC 22.

3 OPERATIONS - MAINTENANCE

30 Supervision - Vehicle Services

All supervisory hours in support of vehicle operations and maintenance activities, including fleet managers.

31 Administrative & Clerical

All nonsupervisory hours of clerks involved in vehicle maintenance and vehicle operations. Also includes hours of employees involved in stockroom duties, accident investigations, meetings and steward's duty time.

Note: Hours previously charged to LDC 36 are now charged to LDC 31.

32 Vehicle Maintenance

All nonsupervisory hours of employees involved in the repair of postal vehicles, including removal and installation of individual parts or major component parts. Also includes, but is not limited to, diagnosing and resolving mechanical and electrical problems, adjustments and tune-ups, conducting road tests, and operating testing equipment. In addition to the above, all nonsupervisory hours of employees involved in performing routine services incidental to the proper maintenance of postal vehicles. Includes, but is not limited to, lubricating vehicles; tire, filter and oil changes; washing and fueling vehicles and cleaning of the maintenance facility, as required.

Note: Hours previously charged to LDC 33 are now charged to LDC 32.

33 VPO Support

All nonsupervisory hours of employees assigned to Vehicle Operations Maintenance Assistant (VOMA) positions.

34 Vehicle Operations

All nonsupervisory hours of motor vehicle and tractor trailer operators.

35 Supervision - Plant and Equipment Maintenance

All supervisory hours in support of plant and equipment maintenance activities.

TABLE 2 (cont)

LABOR DISTRIBUTION CODE DEFINITIONS

3 OPERATIONS - MAINTENANCE (cont)

36 Postal Operating Equipment

All nonsupervisory hours devoted to maintenance of both fixed and nonfixed mail processing equipment, PSDS equipment, postal scales, lobby and SSPC stamp vending equipment and all other equipment which is uniquely designed and deployed for mailhandling or other proprietary postal functions.

37 Building Systems Equipment

All nonsupervisory hours devoted to building maintenance, including the maintenance of building utilities, heating, air conditioning, lighting, and other plant equipment. Also includes any activities devoted to the maintenance of conventional support equipment such as clocks, typewriters, office furniture, etc.

38 Building Services (Custodial)

All nonsupervisory hours of employees involved in custodial activities, including protective services provided by maintenance employees in buildings in which Inspection Service Security Force personnel have not been authorized.

39 Maintenance, Planning, Control & Stores

All nonsupervisory hours devoted to maintenance control, including work scheduling, recordkeeping, inventory control, etc.; activities performed by personnel in the maintenance control sections and in the tool or parts stockrooms.

4 OPERATIONS - CUSTOMER SERVICES

40 Supervision

All supervisory hours in support of Customer Services activities.

42 Window Service

All nonsupervisory hours used in serving customers at windows, firm callers, general delivery customers, and other activities in support of retail operations.

TABLE 2 (cont)

LABOR DISTRIBUTION CODE DEFINITIONS

4 OPERATIONS - CUSTOMER SERVICES (cont)

43 Distribution

All nonsupervisory hours used in the distribution at stations & branches of preferential and bulk business letters, flats, IPPs and parcel post to carrier routes (including distribution of missorts) and all distribution at non-MOD offices. Also includes hours used in the distribution of presort bundles and sacks and spreading of mail to carrier routes as well as any distribution of box mail made in conjunction with the distribution of mail to carrier routes. Excludes the distribution of post office box mail as defined in LDC 44.

44 Post Office Box Distribution

All nonsupervisory hours used in the distribution of preferential and bulk business letters, flats, IPPs, and parcel post to the post office box section in a station/branch. This includes distribution of post office box mail to a totally dedicated box mail distribution case or to the actual post office box as well as hours used for distribution performed in detached post office box units by clerical employees.

47 Miscellaneous (CAG H-L)

Use LDC 48 definition:
This LDC restricted to CAG H-L offices only.

48 Administrative/Miscellaneous

All nonsupervisory hours of Customer Services employees assigned to office work and recordkeeping at stations and branches, standby time, steward's duty time, travel time, meeting time, miscellaneous Customer Services activities, and SSPC technicians assigned to the main office or station/branch. Also includes nonsupervisory hours used for markup functions performed in units other than CFS or CMU sites, postage due, insured, COD and customs, cages serving carriers, business reply, and miscellaneous customer service and clerical activities in support of delivery services. Also includes bulk mail acceptance, 1412 consolidation, and other financial activities in facilities without a specialized staff.

49 Mail Markup - CMU/CFS Sites

All nonsupervisory hours used in address label preparation, mail markup and forwarding (manual operation), and computer mail forwarding activities in all Centralized Mail Markup sites and Computer Forwarding System sites.

TABLE 2 (cont)

LABOR DISTRIBUTION CODE DEFINITIONS

5 CONTROLLER

50 Supervision

All supervisory hours in support of finance activities.

51 Management Information Systems

All nonsupervisory hours of employees involved in the maintenance, analysis, validation, coordination, or distribution of local and/or national information systems.

52 Accounting Services

All nonsupervisory hours of finance employees involved in miscellaneous financial accounting activities.

53 PSDS Operations

All nonsupervisory hours of finance employees involved in the support of PSDS operations.

54 Budgets and Financial Analysis

All nonsupervisory hours of finance employees involved in the preparation, tracking, and control of financial budgets. Also includes all financial analysis activities.

55 Systems Compliance

All nonsupervisory hours used by those who perform systems compliance audits, etc.

NOTE: Excludes transfers of accountability.

56 Administrative & Clerical

All nonsupervisory hours of finance employees involved in miscellaneous financial activities, including steward's duty time, travel time, and meeting time.

58 Inspection Service

All hours used in the Inspection Service at Headquarters and its supporting field units.
(Excludes the Security Force, LDC 59).

59 Security Force

All hours used in the Inspection Service Security Force.

TABLE 2 (cont)

LABOR DISTRIBUTION CODE DEFINITIONS

6 Human Resources

60 Supervision

All supervisory hours in support of employee and labor relations activities, including doctors and head nurses.

61 Labor Relation Activities

All nonsupervisory hours of employees involved in office work and recordkeeping, steward's duty time (Labor Relations), meeting time, and miscellaneous labor relations activities.

62 Personnel Services

All nonsupervisory hours of employees involved in office work and recordkeeping, training instructors, personnel section, PEDC, steward's duty time (Employee Relations), meeting time, and miscellaneous personnel
activities.

63 Safety and Health

All nonsupervisory hours of employees involved in injury compensation or safety and health programs, including bargaining unit nurses.

64 EEO/Affirmative Action

All nonsupervisory hours of employees involved in the administration of EEO and affirmative action programs.

68 Limited Duty

Hours of all employees who are temporarily assigned to a modified position, either part-time or full-time, in order to accommodate medical restrictions imposed as a result of a job-related injury or illness. This does not include employees who are essentially performing their regularly assigned duties with minor modification.

69 Rehabilitation

Hours of all employees rehired under the joint USPS/DOL Rehabilitation Program who have a permanent partial disability.

7 MARKETING & COMMUNICATIONS

70 Supervision

All supervisory hours in support of marketing and communications.

71 Account Management

All nonsupervisory hours used by Commercial Account Representatives.

TABLE 2 (cont)

LABOR DISTRIBUTION CODE DEFINITIONS

72 Technical Sales and Services

All nonsupervisory hours of employees who provide technical support to commercial sales and marketing activities as well as those employees who provide product training and support to postal personnel and customers. Includes hours of the Commercial Programs Specialist and the Sales Information and Promotion Specialist (Division II). Also includes hours of the Express Mail Coordinator.

73 Merchandising & Promotion

All nonsupervisory hours of employees who provide support to merchandising programs, sales promotion, telemarketing and group selling. Includes hours of the Sales Information Specialist and the Sales Promotion Specialist (Division I).

74 Communications

All nonsupervisory hours in support of public and employee communications activities.

75 Mailing Requirements

All nonsupervisory hours of employees involved in accepting and processing mailing permits and claims and responding to customer inquiries of mailing requirements, claims, and dead mail.

NOTE: Employees engaged in mail classification rulings, revenue protection, or bulk mail acceptance activities are not to be charged to this LDC but to LDCs 19 or 85(HQ).

76 Consumer Affairs

All nonsupervisory hours of employees involved in responding to customer complaints, inquiries, and suggestions.

NOTE: Employees with daily customer contact, i.e. window clerks, carriers, etc. are not to use this LDC.

77 Accountable Paper

All nonsupervisory hours of employees involved in the receipt, storage, and distribution of accountable paper within an installation designated to distribute accountable paper.

78 Administrative and Clerical

All nonsupervisory hours of employees involved in miscellaneous office work and record keeping for this function. Also includes the nonsupervisory hours for the recordkeeping and paper work required by the Express Mail Program.

TABLE 2 (cont)

LABOR DISTRIBUTION CODE DEFINITIONS

8 ADMINISTRATION (FIELD)

80 Postmaster or Installation Head

All postmaster or directing supervisory hours within an office.

81 Supervision

All supervisory hours used by those who report directly to the postmaster or installation head. Hours of functional managers are to be reported in the respective functions. The Field Division Director of Field Operations should be included in this LDC.

82 Administrative and Clerical

All nonsupervisory clerical and administrative personnel reporting to the supervisors listed in 80 and 81.

NOTE: Includes transfers of accountability.

83 Procurement

All nonsupervisory hours of employees involved in the supply section or in procurement and contractual activities.

84 Facilities - Supervisory

All supervisory hours in support of facilities activities.

85 Facilities - Nonsupervisory

All nonsupervisory hours in support of facilities activities.

88 Management Projects - Supervisory

All supervisory hours in support of regional or Headquarters projects.

89 Management Projects - Nonsupervisory

All nonsupervisory hours in support of regional or Headquarters projects.

Headquarters LDCs

80 Operations Support

All hours used in the Office of the SAPMG Operations Group and staff, Engineering & Technical Support Department and its field units, i.e. Engineering Support Center, the Maintenance Technical Support Center and the Overhaul Centers.

NOTE: The Office of Maintenance Management is now included in this LDC.

TABLE 2 (cont)

LABOR DISTRIBUTION CODE DEFINITIONS

Headquarters LDCs (cont)

81 Operations - Mail Processing

All hours used in the Mail Processing Department and its field supporting units, i.e. the Transportation Management Service Centers.

82 Operations - Delivery Services

All hours used in the Delivery Services Department and its field units, i.e. the Address Information Center in Memphis TN.

NOTE: Now includes the Office of Fleet Management.

83 Management Information & Research Technology

All hours used in the Office of the SAPMG Management Information & Research Technology Group, the Information Resource Management Department, the Research Technology Department, the National Information Systems Development Center, and all postal data centers.

85 Finance and Planning

All hours used in the Office of the SAPMG Finance and Planning and staff, the Planning Department, the Rates and Classification Department, the Department of the Controller, the Office of the Treasurer, and the Rates and Classification Centers.

86 Human Resources

All hours used in the Office of the SAPMG Human Resources Group and staff, the Labor Relations Department, the Employee Relations Department and its field related units, i.e. the National Test Administration Center, the William F. Bolger Management Academy, the Technical Training Center, and the Human Resources Service Centers.

87 Marketing and Communications

All hours used in the Office of the SAPMG Marketing and Communications and staff, the Communications Department, the International Postal Affairs Department, the Office of the Consumer Advocate and the Marketing Department and its field supporting units, i.e. the Philatelic Sales Division.

88 Facilities and Supply

All hours used in the Office of the SAPMG Facilities and Supply Group and staff, the Office of the Judical Officer, the Facilities Department and all field Facilities Offices, the Procurement and Supply Department and its field related units, i.e. all Procurement Service Offices, Supply Centers, etc.

TABLE 2 (cont)

LABOR DISTRIBUTION CODE DEFINITIONS

Headquarters LDCs

89 Headquarters Senior Management

All hours in the Offices of the Postmaster General, Deputy Postmaster General, Associate Postmaster General, the Law Department, the Government Relations Department, and the Regional General Counsels and staff.

90 Training - Operations Support

All off-the-job, on-the-clock training hours charged to Operations Support.

91 Training - Operations - Mail Processing

All off-the-job, on-the-clock training hours charged to Mail Processing.

92 Training - Operations - Delivery Services

All off-the-job, on-the-clock training hours charged to Delivery Services.

93 Training - Operations - Plant & Equipment Maintenance

All off-the-job, on-the-clock training hours charged to Plant and Equipment Maintenance.

94 Training - Operations - Customer Services

All off-the-job, on-the-clock training hours charged to Operations - Customer Services.

95 Training - Controller

All off-the-job, on-the-clock training hours charged to Finance.

96 Training - Human Resources

All off-the-job, on-the-clock training hours charged to Human Resources.

97 Training - Marketing and Communications

All off-the-job, on-the-clock training hours charged to Marketing and Communications.

98 Training - Administration (Field)

All off-the-job, on-the-clock training hours charged to Administration (Field).

99 Default Code

Accumulation of hours of employees with invalid LDCs.

TABLE 3

LABOR DISTRIBUTION CODE/OPERATION NUMBER CROSSWALK FOR MOD 1 OFFICES

LDC	Description	Valid MODS Operation
Operations Support		
01	Supervision	597, 920-926
02	Quality Control	582
03	Industrial Engineering	581, 673
04	Address Info Systems	594-596, 674
05	Logistics and Transport	645, 672
06	Statistical Programs	569, 579, 592, 967
08	Administrative & Clerical	668, 676
09	Delivery and Retail Pgms	646, 675
Operations - Mail Processing		
10	Supervision	342, 598, 698-702, 927-928, 932
11	Direct - Automation	801-807, 841-847, 851-857, 860-867, 870-877
12	Direct - Mech Distribution	080-087, 090-097, 105-108, 140-147, 190-197
13	Direct - Man Distribution	029-038, 040-079, 100-104, 130, 150-179, 200-209
14	Direct - Oth Man Opns	002-004, 009-028, 110-129, 180-189, 210-239
Operations - Delivery Service		
20	Supervision	705, 707-708
21	City Delivery - Office	354, 613, 622, 627, 632, 714, 716, 718, 720, 722, 724, 726, 728, 730
22	City Delivery - Street	713, 715, 717, 719, 721, 723, 725, 727, 729
23	Other Delivery	733-740
24	Special Delivery	614, 744
25	Rural Delivery	757
27	Collections	731-732
29	Routers	709-711
Operations - Maintenance		
3a	Vehicle Service	
30	Supervision	758-760
31	Admin & Clerical	615, 617, 679, 763, 764
32	Vehicle Maintenance	761-762
33	VPO Support	647
34	Vehicle Operations	765, 766, 772, 773
3b	Plant & Equipment Maint.	
35	Supervision	879, 933
36	Postal Operating Equip	750-752
37	Building Systems Equip	753-754
38	Custodial	747-749
39	Maint Plng, Ctl & Stores	616, 624, 629, 634, 680, 745-746

TABLE 3 (cont)

LABOR DISTRIBUTION CODE/OPERATION NUMBER CROSSWALK FOR MOD 1 OFFICES

LDC	Description	Valid MODS Operation
15	Indirect	109, 131-132, 545-549, 584, 585-586, 587-590, 930
16	Related Activities	340-341, 554-555, 560-564, 607, 612, 620, 625, 630, 677, 681
19	Bulk Mail Acceptance	001, 839
Controller		
50	Supervision	599, 635, 703, 934-939, 999
51	Management Info Systems	636, 648, 682
52	Accounting Services	683
53	PSDS Operations	638, 649, 999
54	Budget and Fin Analysis	639, 650, 684
55	Systems Compliance	640, 685
56	Administrative & Clerical	540, 556, 610, 623, 628, 637, 651
Human Resources		
60	Supervision	600, 641, 704, 940-945
Operations - Cust Services		
40	Supervision	706, 929
42	Window Service	355-453, 568
43	Distribution	240-339
44	P O Box Distribution	769
48	Admin/Miscellaneous	353, 542-544, 558-559, 583, 608, 621, 626, 631, 678, 741-742, 794, 980-987
49	Mail Markup CMU/CFS	539, 795-797
Marketing & Communications		
70	Supervision	601, 655, 946-950
71	Account Management	656
72	Tech Sales & Services	657, 693, 695
73	Merchandising & Promotion	658, 694
74	Communications	659, 696
75	Mailing Requirements	551, 552, 660, 697
76	Consumer Affairs	661
77	Accountable Paper	662
78	Admin & Clerical	663
Administration (Field)		
80	Postmaster or Instal Head	671
81	Supervision	602-603, 664
82	Admin & Clerical	571, 665 712
83	Procurement	570, 666
84	Facilities - Supervisory	667
85	Facilities - Nonsupv	670
88	Management Projects-Supv	455-462, 471-504

TABLE 3 (cont)

LABOR DISTRIBUTION CODE/OPERATION NUMBER CROSSWALK FOR MOD 1 OFFICES

LDC	Description	Valid MODS Operation
61	Labor Relations Activities	642, 652, 686
62	Personnel Services	541, 557, 566, 572, 611, 643, 688-691
63	Safety and Health	653, 692
64	EEO/Affirmative Action	644, 654, 687
68	Limited Duty	959
69	Rehabilitation	958
89	Management Proj - Nonsupv	463-470, 505-538
	Training	
90	Trng-Operations Support	780
91	Trng-Operations-Mail Proc	781
92	Trng-Operations-Del Serv	782
93	Trng-Operations-P&E Mnt	783
94	Trng-Operations-Cus Serv	784
95	Trng-Controller	785
96	Trng-Human Resources	786
97	Trng-Marketing & Commun	787
98	Trng-Administration	788

TABLE 4

VALID LDC-CAG-D/A TABLE

LDC	REPORT GROUP	CAG GROUP	DES/ACT PERMANENT	DES/ACT TRANSFER
00	Not Used			
01	All	A-G	09-0	
	Region	N	11-9, 51-9	
02	All	A-G	11-0, 19-0	31-0, 41-0, 61-0
03	All	A-G	11-0, 19-0	31-0, 41-0, 61-0
04	All	A-G	11-0, 19-0	31-0, 41-0, 49-0, 59-0, 61-0
05	All	A-G	11-0, 19-0	
06	All	A-G	11-0, 12-0, 19-0	31-0, 32-0, 41-0, 59-0, 61-0
20	All	A-G	09-0	
21	All	A-K	13-4, 33-4, 43-4, 63-4	
22	Transfr only			13-4, 33-4, 43-4, 63-4
23	All	A-G	13-4, 33-4, 43-4, 63-4	
24	All	A-G	14-0, 34-0, 44-0, 64-0	
25	All	A-L	71-0, 72-0, 73-0, 75-0, 77-0	76-0
26	NotUsed			
27	All	A-G	13-4, 33-4, 43-4, 63-4	

TABLE 4 (cont)

VALID LDC-CAG-D/A TABLE

LDC	REPORT GROUP	CAG GROUP	DES/ACT PERMANENT	DES/ACT TRANSFER
07	Not used			
08	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
	Region	N	11-9, 51-9	
09	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
10	MOD,BMC	A-G	09-0	
11	MOD	A-G	11-0, 12-0, 31-0, 32-0 41-0. 42-0, 61-0, 62-0	
12	MOD,BMC	A-G	11-0, 12-0, 31-0, 32-0, 41-0, 42-0, 61-0, 62-0	
13	MOD,BMC	A-G	11-0, 12-0, 31-0, 32-0, 41-0, 42-0, 61-0, 62-0	
14	MOD,BMC	A-G	11-0, 12-0, 31-0, 32-0, 41-0, 42-0, 61-0, 62-0	
15	MOD,BMC	A-G	11-0, 12-0, 19-0, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 62-0	
16	MOD,BMC	A-G	11-0, 12-0, 19-0, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 62-0	
17	Not Used			
18	BMC	A	11-0, 13-5, 19-0, 31-0, 33-5, 41-0, 43-5, 59-0, 61-0, 63-5	49-0
19	All	A-G	11-0, 12-0, 19-0	31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 62-0
28	NotUsed			
29	All	A-G	13-4, 33-4, 43-4, 63-4	
30	All	A-G	05-3, 09-0	
31	All	A-G	11-0, 15-3, 19-0, 31-0, 35-3, 41-0, 45-3, 59-0, 61-0, 65-3	49-0
32	All	A-G	15-1, 15-2, 35-1, 35-2, 45-1, 45-2, 65-1, 65-2	
33	All	A-G	11-0, 13-4, 14-0, 19-0	
34	All	A-G	13-5, 33-5, 43-5, 63-5	
35	All	A-G	06-6, 06-7, 06-8, 06-9	
36	All	A-G	16-8, 36-8, 46-8, 66-8	
37	All	A-G	16-7, 36-7, 46-7, 66-7	
38	All	A-J	16-6, 36-6, 46-6, 66-6	
		H-J	16-7, 36-7, 46-7, 66-7	
39	All	A-G	16-9, 36-9, 46-9, 66-9	16-6, 16-7, 16-8, 36-6, 36-7, 36-8, 46-6, 46-7, 46-8, 66-6, 66-7, 66-8

TABLE 4 (cont)

VALID LDC-CAG-D/A TABLE

LDC	REPORT GROUP	CAG GROUP	DES/ACT PERMANENT	DES/ACT TRANSFER
40	All	A-J	09-0	
41	Not Used			
42	All	A-G	11-0, 31-0, 41-0, 61-0	
43	All	A-G	11-0, 12-0, 31-0, 32-0, 41-0, 42-0, 61-0, 62-0	
44	All	A-G	11-0, 12-0, 31-0, 32-0, 41-0, 42-0, 61-0, 62-0	
45	Not Used			
46	Not Used			
47	All	H-L	11-0, 31-0, 41-0, 61-0	
48	All	A-G	11-0, 12-0, 19-0, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 62-0	
49	All	A-G	11-0, 31-0, 41-0, 61-0	
50	All	A-G	09-0	
	Region	N	11-9, 51-9	
51	MOD,BMC	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
	Region	N	11-9, 51-9	
52	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
	Region	N	11-9, 51-9	
53	PSDS	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
54	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
	Region	N	11-9, 51-9	
55	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0,	
	Region	N	11-9, 51-9	
60	All	A-G	09-0, 39-0	
	Reg	N	11-9, 51-9	
61	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
	Reg	N	11-9, 51-9	
62	All		11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
	Reg	N	11-9, 51-9	
63	All	A-G	11-0, 11-1, 19-0, 31-0, 41-0, 41-1, 59-0, 61-0, 61-1	
64	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
65	NotUsed			
66	NotUsed			
67	NotUsed			
68	Transfers only			
69*	Valid for any D/A-CAG Combination (Assigned or changed VIA Form 50) Prior period transfers are allowed from LDC 99 only.			
70	All	A-G	09-0	
	Reg	N	11-9, 51-9	
71	All	A-G	11-0, 19-0	31-0, 41-0, 59-0, 61-0
	Reg	N	11-9, 51-9	
72	All	A-G	11-0, 19-0	31-0, 41-0, 59-0, 61-0
	Reg	N	11-9, 51-9	
73	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
	Reg	N	11-9, 51-9	
74	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
	Reg	N	11-9, 51-9	
75	All	A-G	11-0, 19-0, 31-0, 41-0, 51-0, 61-0	

TABLE 4 (cont)

VALID LDC-CAG-D/A TABLE

LDC	REPORT GROUP	CAG GROUP	DES/ACT PERMANENT	DES/ACT TRANSFER
56	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
	Region	N	11-9, 51-9	
57	Not Used			
58	All	S	08-9, 11-9, 31-9, 41-9, 51-9, 61-9	
	HQ	W	11-9, 51-9	
59	All	S	17-9, 47-9	
80	BMC	A	09-1	
	All	A-L	08-0, 88-0	
		A-K	09-0	
		H-L	58-0, 58-9	
	Region	N	11-9, 51-9	
81	All	A-G	09-0	
	Region	N	11-9, 51-9	
82	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
	Region	N	11-9, 51-9	
83	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
84	MOD	A-G	09-0	
85	MOD	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
86	Not Used			
87	Not Used			
88	Transfers and Loans only			
89	Transfers and Loans Only			

LDC	REPORT GROUP	CAG GROUP	DES/ACT PERMANENT	DES/ACT TRANSFER
76	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
77	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	12-0, 32-0, 42-0, 62-0
78	All	A-G	11-0, 19-0, 31-0, 41-0, 59-0, 61-0	
	Reg	N	11-9, 51-9	
79	NotUsed			
90	Transfers to Training only			
91	Transfers to Training only			
92	Transfers to Training only			
93	Transfers to Training only			
94	Transfers to Training only			
95	Transfers to Training only			
96	Transfers to Training only			
97	Transfers to Training only			
98	Transfers to Training only			
99	Default Code (Accumulation or hrs due to invalid LDC-CAG-D/A comb.			
Headquarters LDCs				
80	All	M,W & Y	11-9, 51-9, 61-9	
81	All	M,W	11-9, 51-9	
82	All	W	11-9, 51-9	
83	All	U,W	11-9, 31-9, 41-9, 51-9	
84	NotUsed			
85	All	M,U & W	11-9, 31-9, 41-9, 51-9, 61-9	
86	All	M,W	11-9, 41-9, 51-9	
87	All	M,W	11-9, 41-9, 51-9, 61-9	
88	All	M,W	11-9, 41-9, 51-9, 61-9	
89	All	M,W	11-9, 51-9	

TABLE 5

FY 87 Labor Distribution Code Conversion (SPLY)

From FY 86 LDC	Percent	To FY 87 LDC	From FY 86 LDC	Percent	To FY 87 LDC	From FY 86 LDC	Percent	To FY 87 LDC
Headquarters and Related Units								
02-03	100	80	54	100	85	80	100	85
04	100	58	55	100	83	81	100	89
05	100	87	56	100	85	82	100	80
06	100	88	57	100	88	83	100	85
07	100	59	58	100	83	84	100	86
10-18	100	81	59	100	87	85	100	88
19	100	81	62-64	100	86	86	100	83
28	100	82	65	100	86	87	100	89
37	100	82	70-75	100	80	88	100	89
40-49	100	82	76-77	100	88	89	100	87
50-52	100	88	78	100	80			
53	100	85	79	100	88			
All CAG A-G Offices								
01	100	80	40	100	40	* 62	10	63
02	100	02	42	100	42	* 62	10	64
03	100	03	43	100	43	68	100	68
05	50	70	44	100	44	69	100	69
05	50	81	45	02	70	70	100	35
06	50	74	45	63	71	72	100	36
06	50	82	45	25	72	73	100	37
08	100	88	45	10	73	74	100	38
09	100	89	47	100	48	75	100	39
10	100	10	48	02	09	76	100	84
11	100	11	48	02	33	77	100	85
12	100	12	48	73	48	78	100	85
13	100	13	48	02	76	90	100	98
14	100	14	48	03	77	94	100	97
15	100	15	48	18	78	91-93	100	91-93
16	100	16	49	100	49	95-99	100	95-99
18	100	18	50	100	50	(Other than MOD 1,2,BMC)		
20	100	20	50	10	01	(MOD 1,2,BMC only)		
21	40	21	50	70	50	(MOD 1,2,BMC only)		
21	58	22	50	10	70	(MOD 1,2,BMC only)		
21	02	29	50	10	81	(MOD 1,2,BMC only)		
23	100	23	52	100	52	(Other than MOD 1,2,BMC)		
24	100	24	52	10	51	(MOD 1,2,BMC only)		

TABLE 5 (cont)

FY 87 Labor Distribution Code Conversion (SPLY)

From FY 86 LDC	Percent	To FY 87 LDC	From FY 86 LDC	Percent	To FY 87 LDC	From FY 86 LDC	Percent	To FY 87 LDC
All CAG A-G Offices (cont)								
25	100	25	52	40	52	(MOD 2 & BMC only)		
27	100	27	52	25	52	(MOD 1 only)		
29	100	04	52	15	53	(MOD 1 only)		
30	100	30	52	25	54	(MOD 1,2,BMC only)		
32	100	32	52	15	56	(MOD 1,2,BMC only)		
33	100	32	52	10	83	(MOD 1,2,BMC only)		
34	100	34	53	45	06			
35	100	34	53	45	19			
36	100	31	53	10	75			
			60	100	60			
			62	100	62	(Other than MOD 1,2,BMC)		
			62	10	61	(MOD 1,2,BMC only)		
			* 62	70	62	* (MOD 1,2,BMC only)		
All CAG H-L Offices								
01	100	80	69	100	69	94	100	94
21	40	21	74	100	38	95	100	95
21	60	22	90	100	98	96	100	96
25	100	25	91	100	91	97	100	93
40	100	40	92	100	92	99	100	99
48	100	47	93	100	93			
Regional Offices								
01	100	80	40	100	57	70	100	57
02	100	57	48	100	57	76	100	57
03	100	57	50	100	50	77	100	57
05	100	81	52	15	51	78	100	57
06	100	82	52	35	52	90	100	98
08	100	88	52	35	54	91	100	91
09	100	89	52	15	56	92	100	92
10	100	57	53	100	57	93	100	93
16	100	57	60	100	60	94	100	94
18	100	57	62	50	61	95	100	95
20	100	57	62	50	62	96	100	96
26	100	57	68	100	68	97	100	93
30	100	57	69	100	69	99	100	99
36	100	57						

TABLE 6

FY 87 Labor Distribution Code Conversion (BUDGET) Workhours

From Budget LDC	Percent	To FY 87 LDC	From Budget LDC	Percent	To FY 87 LDC	From Budget LDC	Percent	To FY 87 LDC
All CAG A-G Offices								
01	100	80	37	80	40	62	100	62
02	100	02	38	100	04	* 62	10	61
03	100	03	39	100	49	* 62	70	62
05	50	70	40	90	40	* 62	10	63
05	50	81	40	10	70	* 62	10	64
06	50	74	41	100	43	68	100	68
06	50	82	42	100	42	69	100	69
08	100	88	43	100	43	70	100	35
09	100	89	44	100	44	72	100	36
10	05	01	45	10	70	73	100	37
10	95	10	45	63	71	74	100	38
11	100	11	45	17	72	75	100	39
12	100	12	45	10	73	78	100	85
13	100	13	46	100	43	90	100	98
14	100	14	48	94	48	94	100	97
15	100	15	48	02	76	91-93	100	91-93
16	05	05	48	03	77	95-96	100	95-96
16	95	16	48	01	78	97	100	93
18	100	18	50	100	50	(Other than MOD 1,2,BMC)		
20	100	20	50	10	01	(MOD 1,2,BMC only)		
21	100	21	50	70	50	(MOD 1,2,BMC only)		
22	100	22	50	10	70	(MOD 1,2,BMC only)		
23	100	23	50	10	81	(MOD 1,2,BMC only)		
24	100	24	52	100	52	(Other than MOD 1,2,BMC)		
25	100	25	52	10	51	(MOD 1,2,BMC only)		
26	100	09	52	40	52	(MOD 2, BMC only)		
27	100	27	52	25	52	(MOD 1 only)		
29	100	29	52	15	53	(MOD 1 only)		
30	100	30	52	20	54	(MOD 1,2,BMC only)		
31	100	31	52	05	55	(MOD 1,2,BMC only)		
32	100	32	52	15	56	(MOD 1,2,BMC only)		
33	100	33	52	10	83	(MOD 1,2,BMC only)		
34	100	34	53	45	06			
35	100	34	53	45	19			
36	100	09	53	10	75	* (MOD 1,2,BMC only)		
37	20	01	60	100	60			

TABLE 6 (cont)

FY 87 Labor Distribution Code Conversion (BUDGET)
Workhours

From Budget LDC	Percent	To FY 87 LDC	From Budget LDC	Percent	To FY 87 LDC	From Budget LDC	Percent	To FY 87 LDC
			All CAG H-L Offices					
01	100	80	69	100	69	94	100	94
21	100	21	74	100	38	95	100	95
22	100	22	90	100	98	96	100	96
25	100	25	91	100	91	97	100	93
40	100	40	92	100	92			
47	100	47	93	100	93			
			Regional Offices					
01	100	80	40	100	70	52	10	55
05	100	81	48	20	71	52	05	56
06	100	82	48	20	72	60	100	60
08	100	88	48	20	73	62	50	61
09	100	89	48	40	78	62	50	62
10	100	01	50	100	50	90	100	98
16	100	08	52	15	51	91	100	91
20	30	01	52	35	52	92	100	92
20	70	08	52	35	54	93	100	93
						94	100	94
						95	100	95
						96	100	96
						97	100	93

TABLE 6 (cont)

FY 87 Labor Distribution Code Conversion (BUDGET)
Dollars

From Budget LDC	Percent Hours	To FY 87 Line	Hourly Rate From Budget Line
CAG A-G Offices			
02	100	10	10
03	100		10
37	20		13
50	10		15
38	100		13
53	45		15
36	100		13
26	100		12
10	05		11
16	05		11
10	95	11	11
11	100		11
12	100		11
13	100		11
14	100		11
15	100		11
16	95		11
18	100		11
53	45		15
20	100	12	12
21	100		12
22	100		12
23	100		12
24	100		12
25	100		12
27	100		12
29	100		12
30	100	13	13
31	100		13
32	100		13
33	100		13
34	100		13
35	100		13
40	90	14	14
42	100		14
41,43,46	100		14
44	100		14
48	94		14
37	80		13
39	100		13
50	70	15	15
52	90		15
60	100	16	16
62	100		16
05	50	17	10
06	50		10
40	10		14
45	100		14
48	06		14
50	10		15
53	10		15
01	100	18	10
05	50		10
06	50		10
08	100		10
09	100		10
50	10		15
52	10		15
76	100		17
77	100		17
78	100		17
68	100	20	20
69	100	21	21

TABLE 6 (cont)

FY 87 Labor Distribution Code Conversion (BUDGET)
Dollars

From Budget LDC	Percent Hours	To FY 87 Line	Hourly Rate From Budget Line	From Budget LDC	Percent Hours	To FY 87 Line	Hourly Rate From Budget Line
				70	100	23	17
				72	100		17
				73	100		17
				74	100		17
				75	100		17
			CAG H-L Offices				
—	100	12	12	—	100	18	10
—	100	13	17	—	100	21	21
—	100	14	14				
			Regional Offices				
10	100	10	11	—	100	16	16
20	100		12				
16	100		11	40	100	17	14
				48	100		14
—	100	15	15				
				—	100	18	10

TABLE 7

LDC Assignments for Field Division and Regional Offices

Position	D/A Code	LDC
	Divisions	
Controller	09-0	50
Manager, Management Information Systems	09-0	50
Supervisor, EDP Systems Operations	09-0	50
EDP Systems Coordinator	X1-0, 19-0	51
Word Processing Coordinator	X1-0, 19-0	51
Manager, Accounting Services	09-0	50
Accounting Services, Senior or Specialist	X1-0, 19-0	52
Accounting Services, Specialist-Staff	X1-0, 19-0	52
General Supervisor, PSDS Operations	09-0	50

TABLE 7 (cont)

LDC Assignments for Field Division and Regional Offices

Position	D/A Code	LDC
Divisions (cont)		
Tour Supervisor, PSDS Operations	09-0	50
Manager, Budget and Finance Analysis	09-0	50
Budget Specialist, Senior or Specialist	X1-0, 19-0	54
Budget Specialist, Staff	X1-0, 19-0	54
Financial Analyst Senior	X1-0, 19-0	54
Financial Analyst	X1-0, 19-0	54
Manager, Systems Compliance	09-0	50
Systems Compliance Analyst, Senior	X1-0, 19-0	55
Systems Compliance Analyst	X1-0, 19-0	55
Systems Compliance Analyst, Staff	X1-0, 19-0	55
Field Director, Marketing and Communications	09-0	70
Manager, Technical Sales and Services	09-0	70
Commercial Programs Specialist	X1-0, 19-0	72
Sales Information & Promotion Specialist	X1-0, 19-0	72
Supervisor, Accountable Paper	09-0	70
Manager, Express Mail	09-0	70
Express Mail Coordinator	X1-0, 19-0	72
Manager, Mechandise and Promotion	09-0	70
Sales Information Specialist	X1-0, 19-0	73
Sales Promotion Specialist	X1-0, 19-0	73
Manager, Commercial Accounts	09-0	70
Commercial Accounts Representative, Senior	19-0	71
Commercial Accounts Representative	19-0	71
Consumer Affairs Representative	X1-0, 19-0	76
Manager, Public and Employee Communication	09-0	70
Public and Employee Communication, Specialist	19-0	74
Manager, Mailing Requirements	09-0	70
Supervisor, Claims and Inquiry	09-0	70
Field Director, Operations Support	09-0	01
Distribution Programs Specialist, Senior	19-0	05
Distribution Programs Specialist	19-0	05
Transportation Requirements Analyst	19-0	05
Manager, Engineering Technical Unit	09-0	01
Industrial Engineer	19-0	03
Quality Control Manager/Supervisor	09-0	01
Supervisor, Data Collection	09-0	01
Data Collection, Tour Supervisor	09-0	01
Manager, Address Programs Support	09-0	01
Manager, Delivery and Retail Programs	09-0	01
Manager, Logistics & Distribution Systems	09-0	01

TABLE 7 (cont)

LDC Assignments for Field Division and Regional Offices

Position	D/A Code	LDC
Supervisor, Delivery and Vehicle Programs	09-0	01
Delivery and Vehicle Programs Analyst	19-0	09
Delivery Service Analyst	19-0	09
Retail Program Specialist	19-0	09
Manager, Maintenance Engineering Support	09-0	01
Maintenance Program Specialist, Senior	19-0	08
Maintenance Program Specialist	19-0	08
Manager, Support Services	09-0	81
Architect Engineer	19-0	85
Facilities Engineer	19-0	85
Facilities Specialist	19-0	85
Postal Operations Analyst	19-0	82
Procurement Specialist, Senior	19-0	83
Procurement Specialist	19-0	83
Material Management Specialist	19-0	83
Supervisor, Office Services	09-0	81
Director, City Operations	09-0	10
Manager, GMF Operations	09-0	10
Tour Superintendent Mails	09-0	10
Area Managers Stations	09-0	40
General Supervisor, CFS	09-0	40
Supervisor, CFS	09-0	40
Manager, Fleet Operations	09-0	30
Manager, Plant and Equipment Engineering	09-0	35
Manager, Air Mail Facility	09-0	10
Director, Field Operations	09-0	81
Associate Office Coordinator	19-0	82
Director, Human Resources	09-0	60
Medical Officer	X9-0	60
Manager, Labor Relations	09-0	60
Labor Relations Representative	19-0	61
Labor Relations Representative (Assistant)	19-0	61
Manager, EEO Compliants Processing	09-0	60
EEO Counselor/Investigator	19-0	64
Manager, Employment & Development	09-0	60
Manager, Personnel Services	09-0	60
Supvervisor, Compensation & Staffing	09-0	60
Compensation Services Specialist	19-0	62
Supervisor, Employment & Placement	09-0	60
Examinations Network Coordinator	19-0	62
Employee Development Specialist	19-0	62

TABLE 7 (cont)

LDC Assignments for Field Division and Regional Offices

Position	D/A Code	LDC
Manager, Training	09-0	60
Affirmative Action/EEO Programs Coordinator	19-0	64
Manager, Safety & Health Services	09-0	60
Head Occupational Health Nurse	X9-0	60
Occupational Health Nurse	X1-1	63
Supervisor, Employee Assistance Program	09-0	60
Supervisor, Injury Compensation	09-0	60

Regional

Position	LDC	Position	LDC
Regional Postmaster General	80	Accountant	52
Special Assistant	81	Secretary	56
Executive Secretary	82	Manager, Information Systems Pgms	50
		Information Systems Administrator	51
Director, Planning	81		
Planning Analyst, Principal	81	Director, Human Resources	60
Manager, Support Services	81	Senior Secretary	62
Office Services Assistant	82	Manager, Labor Relations	60
Secretary	82	Secretary	61
Office Services Clerk	82	Word Processing Operator	61
		Labor Relations Pgms Anal, Prpl	60
Director, Marketing & Comm	70	Labor Relations Pgms Anal, Sr	61
Senior Secretary	78	Manager, Employee Relations	60
Public & Employee Comm Adm	70	Secretary	62
Merchandising Programs Coord	73	Word Processing Operator	62
Commercial Programs Coord	72	Employee Relations Pgms Anal, Prpl	60
Manager, Commercial Accounts	70	Employee Relations Pgms Anal, Sr	62
Commercial Accounts Coord	71	Employee Relations Technican	62
		PCES Program Coordinator	62
Director, Finance	50		
Senior Secretary	56	Director, Operations Support	01
Manager, Budget & Fin Analysis	50	Senior Secretary	08
Financial Systems Analyst, Prpl	50	Manager, Operations Planning	01
Financial Systems Analyst	54	Operations Pgms Anal, Principal	01
Secretary	56	Operations Systems Analyst	08
Manager, Accounting & Sys Compl	50	Manager, Operations Networks	01
Accounting Systems Analyst, Prpl	50	Manager, Performance Management	01
Financial Systems Analyst, Prpl	50	Secretary	08
Financial Systems Analyst	55		

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CURRENT PERIOD ACTUAL	PLAN	OVER/ UNDER	% CHANGE PLAN	% CHANGE SPLY	LINE REF		PRIOR PERIOD ADJ	YEAR TO DATE ACTUAL	PLAN	OVER/ UNDER	% CHANGE PLAN	% CHANGE SPLY
00000	00000	000	0.0	0.0	01	POSTAGE REVENUES	000	00000	00000	000	0.0	0.0
00000	00000	00	0.0	0.0	02	OTHER OPERATING RE	00	000	000	00	0.0	0.0
00000	00000	000	0.0	0.0		SUBTOT-OPER-REV	000	00000	00000	000	0.0	0.0
00000	00000	00000	0.0	0.0		TOTAL REVENUE	000	00000	00000	000	0.0	0.0
0000	0000	0000	0.0	0.0	10	OPERATIONS-SUPPORT		0000	0000	00	0.0	0.0
0000	0000	0000	0.0	0.0	11	OPERATIONS-MAIL PROC		0000	0000	000	0.0	0.0
0000	0000	0000	0.0	0.0	12	OPERATIONS-DEL SERV		0000	0000	000	0.0	0.0
000	000	000	0.0	0.0	13	OPERATIONS-VEH SERV		000	000	00	0.0	0.0
000	000	000	0.0	0.0	14	OPERATIONS-CUST SERV		000	000	000	0.0	0.0
0000	0000	0000	0.0	0.0	15	CONTROLLER		0000	0000	00	0.0	0.0
000	000	000	0.0	0.0	16	HUMAN RESOURCES		000	000	00	0.0	0.0
000	000	000	0.0	0.0	17	MARKETING & COMMUN		000	000	000	0.0	0.0
000	000	000	0.0	0.0	18	ADMINISTRATION(FIELD)		000	000	00	0.0	0.0
0000	0000	0000	0.0	0.0	19	NWRS CONTROL		000	000	00	0.0	0.0
000	000	000	0.0	0.0	20	LIMITED DUTY		0000	000	00	0.0	0.0
000	000	000	0.0	0.0	21	REHABILITATION		000	000	00	0.0	0.0
000	000	000	0.0	0.0	23	OPERATIONS-PLANT & EQP		000	000	00	0.0	0.0
00000	00000	000	0.0	0.0		TOTAL SAL & BENEF		00000	00000	000	0.0	0.0
000	000	000	0.0	0.0		TOTAL OTH DIR EXP		000	000	00	0.0	0.0
000	000	000	0.0	0.0		TOTAL INDIRECT EXP		000	000	00	0.0	0.0
						TOTAL SERVICE WIDE		0	0	0	0.0	0.0
000	000	00	0.0	0.0		TOTAL NONPERS EXP		000	000	00	0.0	0.0
00000	00000	000	0.0	0.0		TOTAL OPERATING EX		00000	00000	00	0.0	0.0
00000	00000	000	0.0	0.0		TOTAL EXPENSES		00000	00000	00	0.0	0.0
00	00	0	0.0	0.0	65	NON-FIXED & OTH MA		00	00	0	0.0	0.0
00	00	0	0.0	0.0	67	CUSTOMER SERVICE E		00	00	0	0.0	0.0
0	0	0	0.0	0.0	68	POSTAL SUPPORT EQU		0	0	0	0.0	0.0
000	000	0	0.0	0.0		TOTAL CAPITAL COMM		000	000	0	0.0	0.0

EXHIBIT 1

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UNITED STATES POSTAL SERVICE
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					0	POSTAL MANAGEMENT					
000.0	0000.0	0000.0	0.0	0.0	80	POSTMASTER OR INSTALLATION HEAD	0000.0	0000.0	0000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	81	SUPERVISION	0000.0	0000.0	0000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	01	SUPERVISION	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	02	QUALITY CONTROL	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	03	INDUSTRIAL ENGINEERING	00000.0	00000.0	00000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	05	LOGISTICS & TRANSPORTATION	00000.0	00000.0	00000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	74	COMMUNICATIONS	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	82	ADMINISTRATIVE & CLERICAL	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	88	MANAGEMENT PROJECTS - SUPV	00000.0	00000.0	00000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	89	MANAGEMENT PROJECTS - NONSUPV	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	SUBTOTAL		00000.0	00000.0	00000.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	98	TRAINING- ADMINISTRATION (FIELD)	000.0	000.0	000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	FUNCTION TOTAL		000000.0	000000.0	000000.0	0.0	0.0
					OVERTIME (NONADD)						
					ADJUSTMENTS-PRIOR PERIOD (NONADD)						
					ADJUSTMENTS-PRIOR YEAR (NONADD)						
					1	MAIL PROCESSING					
000.0	0000.0	0000.0	0.0	0.0	10	SUPERVISION	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	11	DIRECT - AUTOMATION	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	12	DIRECT - MECH DISTRIBUTION	00000.0	00000.0	00000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	13	DIRECT - MANUAL DISTRIBUTION	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	14	DIRECT - OTHER MANUAL	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	15	INDIRECT	00000.0	00000.0	00000.0	0.0	0.0
000000.0	00000.0	00000.0	0.0	0.0	16	RELATED ACTIVITIES	000000.0	000000.0	000000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	18	BMC CONTROL, LOG & TRANSP	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	SUBTOTAL		000000.0	000000.0	000000.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	91	TRAINING - OPERATIONS MAIL PROC	000.0	000.0	000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	FUNCTION TOTAL		000000.0	000000.0	000000.0	0.0	0.0
					OVERTIME (NONADD)						
					ADJUSTMENTS-PRIOR PERIOD (NONADD)						
					ADJUSTMENTS-PRIOR YEAR (NONADD)						
					2	DELIVERY SERVICES					
000.0	000.0	000.0	0.0	0.0	09	DELIVERY & RETAIL PROGRAMS	0000.0	0000.0	0000.0	0.0	0.0
000.0	0000.0	0000.0	0.0	0.0	20	SUPERVISION	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	21	CITY DELIVERY - OFFICE	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	22	CITY DELIVERY - STREET	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	23	OTHER DELIVERY	00000.0	00000.0	00000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	24	SPECIAL DELIVERY	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	25	RURAL DELIVERY	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	27	COLLECTIONS	00000.0	00000.0	00000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	29	ROUTERS	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	SUBTOTAL LDCs 21,22,23,27,29		000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	SUBTOTAL		000000.0	000000.0	000000.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	92	TRAINING- OPERATIONS DEL SER	000.0	000.0	000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	FUNCTION TOTAL		000000.0	000000.0	000000.0	0.0	0.0
					OVERTIME (NONADD)						
					ADJUSTMENTS-PRIOR PERIOD (NONADD)						
					ADJUSTMENTS-PRIOR YEAR (NONADD)						

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					3	VEHICLE SERVICES					
000.0	0000.0	0000.0	0.0	0.0	30	SUPERVISION - VEHICLE SERVICES	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	31	ADMINISTRATIVE & CLERICAL	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	32	VEHICLE MAINTENANCE	00000.0	00000.0	00000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	33	VPO SUPPORT	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	34	VEHICLE OPERATIONS	000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	SUBTOTAL - VEHICLE SERVICES		000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	04	ADDRESS INFORMATION SYSTEMS	00000.0	00000.0	00000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	49	MAIL MARKUP - CMU/CFS	0000.0	0000.0	0000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	SUBTOTAL - MAIL MARKUP-AIS		00000.0	00000.0	00000.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	93	TRAINING- OPERATIONS - MAINTENANCE	000.0	000.0	000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	FUNCTION TOTAL		000000.0	000000.0	000000.0	0.0	0.0
					OVERTIME (NONADD)						
					ADJUSTMENTS-PRIOR PERIOD (NONADD)						
					ADJUSTMENTS-PRIOR YEAR (NONADD)						
000.0	000.0	000.0	0.0	0.0	4	CUSTOMER SERVICES					
000.0	0000.0	0000.0	0.0	0.0	40	SUPERVISION	0000.0	0000.0	0000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	70	SUPERVISION	0000.0	0000.0	0000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	42	WINDOW SERVICES	00000.0	00000.0	00000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	43	DISTRIBUTION	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	44	POST OFFICE BOX DISTRIBUTION	000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	47	ADMINISTRATIVE & CLERICAL (H-L)	000000.0	000000.0	000000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	48	ADMINISTRATIVE/MISCELLANEOUS	0000.0	0000.0	0000.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	71	ACCOUNT MANAGEMENT	000.0	000.0	000.0	0.0	0.0
000.0	0000.0	0000.0	0.0	0.0	72	TECHNICAL SALES & SERVICES	0000.0	0000.0	0000.0	0.0	0.0
00.0	0000.0	0000.0	0.0	0.0	73	MERCHANDISING & PROMOTION	0000.0	0000.0	0000.0	0.0	0.0
000.0	0000.0	0000.0	0.0	0.0	76	CONSUMER AFFAIRS	0000.0	0000.0	0000.0	0.0	0.0
000.0	0000.0	0000.0	0.0	0.0	77	ACCOUNTABLE PAPER	0000.0	0000.0	0000.0	0.0	0.0
00.0	0000.0	0000.0	0.0	0.0	78	ADMINISTRATIVE & CLERICAL	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	SUBTOTAL		000000.0	000000.0	000000.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	94	TRAINING - CUSTOMER SERVICES	000.0	000.0	000.0	0.0	0.0
00.0	0000.0	0000.0	0.0	0.0	97	TRAINING - MARKETING & COMMUN.	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	FUNCTION TOTAL		000000.0	000000.0	000000.0	0.0	0.0
					OVERTIME (NONADD)						
					ADJUSTMENTS-PRIOR PERIOD (NONADD)						
					ADJUSTMENTS-PRIOR YEAR (NONADD)						

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					5	CONTROLLER					
000.0	0000.0	0000.0	0.0	0.0	50	SUPERVISION	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	51	MANAGEMENT INFORMATION SYSTEMS	000000.0	000000.0	000000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	52	ACCOUNTING SERVICES	000.0	000.0	000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	53	PSDS OPERATIONS	00000.0	00000.0	00000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	54	BUDGET & FINANCIAL ANALYSIS	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	55	SYSTEMS COMPLIANCE	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	56	ADMINISTRATIVE & CLERICAL	000.0	000.0	000.0	0.0	0.0
000.0	0000.0	0000.0	0.0	0.0	06	STATISTICAL PROGRAMS	0000.0	0000.0	0000.0	0.0	0.0
00.0	0000.0	0000.0	0.0	0.0	19	BULK MAIL ACCEPTANCE	0000.0	0000.0	0000.0	0.0	0.0
000.0	0000.0	0000.0	0.0	0.0	75	MAILING REQUIREMENTS	0000.0	0000.0	0000.0	0.0	0.0
000.0	0000.0	0000.0	0.0	0.0	83	PROCUREMENT	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	SUBTOTAL		000000.0	000000.0	000000.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	90	TRAINING- OPERATIONS SUPPORT	000.0	000.0	000.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	95	TRAINING- CONTROLLER	000.0	000.0	000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	FUNCTION TOTAL		000000.0	000000.0	000000.0	0.0	0.0
					OVERTIME (NONADD)						
					ADJUSTMENTS-PRIOR PERIOD (NONADD)						
					ADJUSTMENTS-PRIOR YEAR (NONADD)						
					6	HUMAN RESOURCES					
000.0	0000.0	0000.0	0.0	0.0	60	SUPERVISION	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	61	LABOR RELATIONS ACTIVITIES	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	62	PERSONNEL SERVICES	00000.0	00000.0	00000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	63	SAFETY & HEALTH	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	64	EEO/AFFIRMATIVE ACTION	000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	SUBTOTAL		0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	96	TRAINING- HUMAN RESOURCES	000.0	000.0	000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	FUNCTION TOTAL		000000.0	000000.0	000000.0	0.0	0.0
					OVERTIME (NONADD)						
					ADJUSTMENTS-PRIOR PERIOD (NONADD)						
					ADJUSTMENTS-PRIOR YEAR (NONADD)						
					7	FACILITIES & MAINTENANCE					
000.0	0000.0	0000.0	0.0	0.0	35	SUPERVISION PLANT & EQUIP MAIN	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	36	POSTAL OPERATING EQUIPMENT	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	37	BUILDING SYSTEMS EQUIPMENT	00000.0	00000.0	00000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	38	CUSTODIAL	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	39	MAINT.PLNG, CONTROL & STORES	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	84	FACILITIES - SUPV	00000.0	00000.0	00000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	85	FACILITIES - NONSUPV	000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	FUNCTION TOTAL		000000.0	000000.0	000000.0	0.0	0.0
					OVERTIME (NONADD)						
					ADJUSTMENTS-PRIOR PERIOD (NONADD)						
					ADJUSTMENTS-PRIOR YEAR (NONADD)						

USPS FIN XXXXXXXXX REGION
NEW YORK PDC
REPORT AMC082P1
B/A XX MSC XXX SUB

UNITED STATES POSTAL SERVICE
NATIONAL WORKHOUR REPORTING SYSTEM
WORKHOUR REPORT
ACCOUNTING PERIOD
FY 87 A/P 01

SPECIAL
INTERIM REPORT
(FACSIMILE)

DATE 11/15/86
TIME 17:15:28
PAGE 4

CURRENT ACCOUNTING PERIOD ACTUAL	CURRENT ACCOUNTING PERIOD PLAN	CURRENT ACCOUNTING PERIOD SPLY	% PLAN	% SPLY	LDC	FUNCTION DESCRIPTION	(THOUSANDS) YEAR TO DATE ACTUAL	YEAR TO DATE PLAN	YEAR TO DATE SPLY	% PLAN	% SPLY
					9	TRAINING					
000.0	0000.0	0000.0	0.0	0.0	90	TRAINING - OPERATIONS SUPPORT	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	91	TRAINING - OPERATIONS MAIL PROC	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	92	TRAINING - OPERATIONS DEL SER	00000.0	00000.0	00000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	93	TRAINING - OPERATIONS MAINT	0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	94	TRAINING - OPERATIONS CUST SERV	000000.0	000000.0	000000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	95	TRAINING - CONTROLLER	00000.0	00000.0	00000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	96	TRAINING - HUMAN RESOURCES	0000.0	0000.0	0000.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	97	TRAINING - MARKETING & COMM.	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	98	TRAINING - ADMINISTRATION (FIELD)	000.0	000.0	000.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	99	DEFAULT (NONADD)	0.0	0.0	0.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	FUNCTION TOTAL		000000.0	000000.0	000000.0	0.0	0.0
					OVERTIME (NONADD)						
					ADJUSTMENTS-PRIOR PERIOD (NONADD)						
					ADJUSTMENTS-PRIOR YEAR (NONADD)						
					REPORT TOTALS						
000.0	0000.0	0000.0	0.0	0.0	SUBTOTAL (EXCLUDE TRAINING)		0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	68	LIMITED DUTY	000000.0	000000.0	000000.0	0.0	0.0
000.0	000.0	000.0	0.0	0.0	69	REHABILITATION	00000.0	00000.0	00000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	TRAINING		00000.0	00000.0	00000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	GRAND TOTAL ALL HOURS		0000.0	0000.0	0000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	GRAND TOTAL OVERTIME HOURS		000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	GRAND TOTAL PRIOR PERIOD ADJUSTMENTS		00000.0	00000.0	00000.0	0.0	0.0
0000.0	0000.0	0000.0	0.0	0.0	GRAND TOTAL PRIOR YEAR ADJUSTMENTS		00000.0	00000.0	00000.0	0.0	0.0
0.0		0.0			PERCENTAGE OVERTIME HOURS/ALL HOURS		0.0		0.0		
					FINANCIAL SUMMARY (OLD FUNCTIONS) (DOLLARS)						
00000.0	00000.0	00000.0	0.0	0.0	LINE 10 POSTAL MANAGEMENT		000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	LINE 11 MAIL PROCESSING		000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	LINE 12 DELIVERY SERVICES		000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	LINE 13 VEHICLE SERVICES		000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	LINE 14 CUSTOMER SERVICES		000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	LINE 15 FINANCE		000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	LINE 16 EMPLOYEE & LABOR REL		000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	LINE 17 FACILITIES & MAINTENANCE		000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	LINE 19 DEFAULT		000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	LINE 20 LIMITED DUTY		000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	LINE 21 REHABILITATION		000000.0	000000.0	000000.0	0.0	0.0
00000.0	00000.0	00000.0	0.0	0.0	TOTAL		000000.0	000000.0	000000.0	0.0	0.0

EXHIBIT II (Page 4 of 4)

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. **Missing Issues.** To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. b. **Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition,* to the Eastern Area Supply Center, Somerville, NJ 08877-9991. c. **Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 d. **Address Changes.** Same as 1-c.	a. **Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 b. **Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. c. **Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. d. **Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21585

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21585--September 18, 1986—12 Pages

1986 CHRISTMAS STAMPS

The 1986 22-Cent Christmas stamps will be placed on sale October 24, 1986, in Snow Hill, MD, and in Washington, DC. The Rural Village stamp will be issued in Snow Hill and the Perugino Madonna stamp will be issued in Washington.

Copyright material has been

deleted; not available for

Microfiche Edition.

Issued in panes of 100.
Collector information will be in a future bulletin.

Issued in panes of 100.
Collector information will be in a future bulletin.

U. S. GOVT. PUBS.
DEPOSITORY

Supply. All post offices under the automatic distribution will receive a supply of these stamps. Stamp Distribution Offices will receive the stamps in four shipments, two for each issue (Rural Village, ***item 543,*** and Perugino, ***item 544).*** The first shipment will be two times double-the-standard distribution quantity of a 50-subject commemorative. The second shipment for ***item 543*** will be two times double the standard and for ***item 544*** a regular, double-the-standard distribution. The second shipments are to be held in reserve for reorders from associate offices. All other post offices receiving commemorative stamps directly from the Bureau of Engraving and Printing will receive an automatic distribution in three shipments, two for ***item 543,*** and one for ***item 544.*** Each shipment will be a regular, double-the-standard distribution quantity of a 50-subject commemorative. (A single distribution of four-position stock also will be made for each stamp.)

All post offices requiring additional stamps should immediately requisition them from their designated Stamp Distribution Office on Form 17A. *Accountable Items Requisition from Stamp Distribution Offices.* Stamp Distribution Offices requiring additional bulk quantities should immediately requisition them on Form 3356, *Stamp Requisition-Bulk Quantities,* from the Bureau of Engraving and Printing. Requisitions for ***items 543*** and ***544*** must be ordered in quantities of a 100-subject stamp to a maximum of 5 million stamps. Requisitions sent to the Bureau for additional bulk quantities of Christmas stamps will be held until the automatic distributions are completed.

—Marketing Dept., 9-18-86.

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1.3:

1987 Year Type for Hand Stamp and Canceling Machines

Postal installations must submit requirements for 1987 year type for hand stamp and canceling machines to their area supply center between September 15 and 30, 1986, using PS Form 7380, *Supply Center Requisition,* and writing *Year Type* immediately below the return address block on the envelope. Year type will be mailed from area supply centers no later than December 4, 1986.

Postmasters must check the model number of the machine nameplate to make sure the proper year type for canceling machines is being requisitioned. Postal Service drawing 14–340, Year Type for Hand Stamps and Canceling Machines, revised May 21, 1971 is in Publication 24, *Supply Catalog,* Exhibit D, as a guide to ensure that the correct type will be ordered.

The requisition must list year type only and include a self-addressed penalty envelope stapled to the requisition. Do not request any other items on this special requisition. Be sure to include your FEDSTRIP and finance numbers.

Indicate quantities required on the following:

1. Item 076E for Model D, K, and G new style canceling machines using 77, 225, and 218–A die hubs.
2. Item 0103HD2 for Model HD–2 canceling machines.
3. Item 0133E for Model Flier and M machines using 1207 die hubs.
4. Item 0217E for Model G canceling machines using 218 die hubs.
5. Item 0691G for Model Flier and M machines using 1207–G die hubs.
6. Item 0702A for steel postmarker, hammer type.
7. Item 0718A for steel postmarker, rotary type.
8. Item 0642, rubber, for use on Nos. 550, 570, and 552.
9. *Check item 0635. Your set may already contain year type for 1987.*
10. Item 0744, steel, for use with No. 700 without flange.
11. Item 0747, steel, for use with No. 700 with flange.

The 1987 year type for the Mark II facer-canceler is available under National Stock No. 7490–00–000–8887 from the Repair Parts Center, Western Area Supply Center, Topeka, Kansas 66624–9602, and should be requisitioned from that activity on Form 4984, *Repair Parts Requisition,* by authorized offices only.

—Procurement and Supply Dept., 9–18–86.

SAFETY IS NO ACCIDENT

Christmas Catalogs

Some major mailers have begun shipping their Christmas catalogs. Shipments of catalogs should begin arriving in postal facilities during the third week in August and continue through the first week in October.

Catalogs weighing less than 16 ounces will be entered as bulk business mail. Catalogs weighing more than 16 ounces will be entered as "Bound Printed Matter." These catalogs will be entered at thousands of postal facilities. Ultimately, every post office in the country will receive some catalogs for delivery.

Where the detached label addressing method is used, the label cards, presorted by carrier route and other details concerning the mail, will arrive at each post office as a separate mailing. The card must be left with the catalog at the time of delivery.

Postmasters must be aware of the number of catalogs received at their office, and plan to have them delivered in a timely manner. Catalogs weighing less than 16 ounces should be delivered within the service standard for third-class mail. Delivery of catalogs for general distribution weighing over 16 ounces must be delivered within ten working days after the second day of receipt in the central distribution facility.

Field Division representatives must monitor the delivery and the treatment of undeliverable catalogs during field visits.

—Delivery Services Dept., 9–18–86.

Reminder

Requisitioning of Supplies From the Western Area Supply Center

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

On March 3, 1986, all postal installations served by the Western Area Supply Center were authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. Accordingly, offices should maintain no more than a 1-month level of supplies.

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—Procurement & Supply Dept., 9–18–86.

SUSPENSE ITEMS SUPPORT INFORMATION

Each individual suspense item outstanding on the last business day of a Postal Quarter must be entered to a Form 1556, *Suspense Items Support Information.* Only the original of the Form 1556 supports the Statement of Account submitted to the office of data entry. Forms 1556 will not be batched with the Statements of Account to the postal data center by the data entry site. The following Subchapter 270 is added to the Handbook F-1, *Financial Handbook for Post Offices.*

270 Suspense

271 Defined

Travel and salary advances; stamp credit, money order, and banking shortages; external and internal audit discrepancies; revenue deficiencies; Form 1412 differences; and miscellaneous cash items are combined in AIC 814, Suspense. Suspense is only maintained at the Accounting unit.

272 Control

272.1 Form 25

.11 The accounting unit will use Forms 25, *Trust Fund Account,* to identify each type of suspense in sufficient detail to provide an audit trail for reporting purposes.

.12 A Form 25 titled "Master Suspense" must be maintained, the balance of which is entered to AIC 814 in the Accountbook daily.

272.2 Form 1556

.21 The Form 1556 lists each individual suspense item outstanding on the last business day of a postal quarter (PQ). The original must be submitted as support for the entry to AIC 814 on the Statement of Account submitted at the end of the PQ.

.22 In chronological order, it must contain the original date entered to suspense, a brief description, action taken to clear, and amount.

.23 Retain the duplicate as support for the office copy of the Statement of Account.

273 Aging

273.1 General

Suspense items cannot be cleared expeditiously in every case. However, no item should be ignored. The following guidelines for suspense item clearance should be adhered to whenever possible.

273.2 Advances

.21 Salary. These advances must be collected no later than the receipt of the salary check containing the adjustment.

.22 Travel. These advances must be collected no later than the receipt of the reimbursement check or at the time of filing the travel voucher when the travel advance had been transferred to the PDC.

273.3 Shortages

.31 Stamp Credit. These shortages must be collected within the voluntary payment schedule arranged when the liability arose. This may be mitigated by the grievance/arbitration procedures specified in the National Agreement.

.32 Money Order. Money order shortages must be collected no later than the receipt of the Statement of Differences initiated by the Money Order Division for the A/P or PQ of discovery.

.33 Banking. These items are cleared when the responsible unit corrects the proper AIC, collects the amount due for an NSF check, or when the installation head submits a Claim for Loss.

273.4 Audit Discrepancies

.41 External. External audit discrepancies are issued as Statements of Difference by the PDC. They should not be carried in suspense beyond 30 days unless so directed by the Division through the MSC.

.42 Internal. Internal audit discrepancies (not to be confused with Revenue Deficiencies) are those discovered at the post office usually by an Inspector. They are limited to 30 days unless otherwise directed by the Division through the MSC.

273.5 Revenue Deficiencies

The length of time that revenue deficiencies may be carried is governed by Management Instruction DM-140-85-2, Revenue Deficiency.

273.6 Form 1412 Differences

.61 If reported on Form 1908, *Financial Adjustment Memorandum,* clear by entry to a subsequent Form 1412. For instance, a shortage would be offset by an increase in cash remitted or a decrease in a receipt AIC.

.62 If reported by telephone, make directed entry to the unit copy of the Form 1412 which contained the error. The accounting unit will make identical entries to the original of the same Form 1412.

273.7 Miscellaneous

Suspense items classified as miscellaneous should be held for no longer than 30 days before requesting assistance from the MSC.

READEX FICHE best copy available

274 Form 1556 Review

274.1 MSC

.11 Forms 1556 support the Statement of Account transmitted by the MSC to the PDC. The data entry clerk compares the total on Form 1556 with the total in AIC 814. The data entry clerk initials those Forms 1556 that match. If they do not match, the office in question is contacted for resolution before Form 1556 is initialed.

.12 The initialed Associate Office Forms 1556 must be reviewed by the Director of Finance or Field Division Controller, as appropriate, for compliance with the guidelines in part 273.

.13 The MSC retains Forms 1556 for two postal quarters.

274.2 Field Division

The initialed MSC post office Forms 1556 are sent to the Field Division Controller for review and retention.

274.3 Region

The initiated Field Division post office Forms 1556 are sent to the Regional Manager, Accounting and System Compliance, for review and retention.

The above changes will appear in the next revision of Handbook F–1.

—Dept. of the Controller, 9–18–86.

Correction

Notice 21 is republished due to errors in the Postal Quarter column, printed in POSTAL BULLETIN 21583, 9–11–86.

The orange and blue pouch is to be used for Express Mail Service only.

IS IT LOCKED?

It only takes a second for both of you

Don't take the chance

LOCK YOUR VEHICLE!

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employees to read.

Vendor	Street Address	City	State	ZIP + 4
Life Uniform & Shoe Shop	9498–A Metrocenter, Metro Parkway East.	Phoenix	AZ	85051–1514
Life Uniform & Shoe Shop	Fiesta Mall, 1008 Fiesta Mall.	Mesa	AZ	85202–4846
Life Uniform & Shoe Shop	312 Fashion Park, 400 S. Baldwin Ave.	Arcadia	CA	91006–3341
Life Uniform & Shoe Shop	Sp. 1072, Brea Mall, 2027 Brea Mall Way.	Brea	CA	92621–5720
Life Uniform & Shoe Shop	Buena Park Mall, 8241–B on the Mall.	Buena Park	CA	90620–3213
Life Uniform & Shoe Shop	Lakewood Center Mall, 25 Lakewood Ctr.	Lakewood	CA	90712–2417
Life Uniform & Shoe Shop	Northridge Fashion Center, 9301 Tampa Ave.	Northridge	CA	91324–2689
Life Uniform & Shoe Shop	Sherman Oaks Galleria, 15301 Ventura Blvd.	Sherman Oaks	CA	91403–3102
Life Uniform & Shoe Shop	The Oaks Shopping Center, 262 Hillcrest Dr.	Thousand Oaks	CA	91360–4214
Life Uniform & Shoe Shop	Del Amo Fashion Square, 45 Del Amo Fashion Square.	Torrance	CA	90503–5711
Life Uniform & Shoe Shop	Westminster Mall, C–247 Westminster Mall.	Westminster	CA	92683–4949
Life Uniform & Shoe Shop	Vintage Faire Mall, 3401 Dale Rd.	Modesto	CA	95350–0000
Life Uniform & Shoe Shop	Sun Valley Mall, 114–A Sun Valley Mall.	Concord	CA	94520–5801
Life Uniform & Shoe Shop	Southland Mall, 607 Southland Mall.	Hayward	CA	94545–2151
Life Uniform & Shoe Shop	Hilltop Mall, 2231 Hilltop Mall Rd.	Richmond	CA	94806–1924
Life Uniform & Shoe Shop	Hillsdale Mall, 300 Hillsdale Mall.	San Mateo	CA	94403–3425
Life Uniform & Shoe Shop	220 Eastridge Center, Tully & Quimby Rds.	San Jose	CA	95122–1404
Life Uniform & Shoe Shop	Aurora Mall, 14200 E. Alameda.	Aurora	CO	80012–2511
Life Uniform & Shoe Shop	Cinderella Shopping Ctr., 701 W. Hampden	Englewood	CO	80110–2137
Life Uniform & Shoe Shop	Southwest Plaza Mall, 8501 W. Bowles.	Littleton	CO	80123–7201
Life Uniform & Shoe Shop	West Farms Mall, 317 West Farms Mall.	Farmington	CT	06032–2615
Life Uniform & Shoe Shop	Altamonte Mall #829, 451 E. Altamonte Dr.	Altamonte Springs	FL	32701–4603
Life Uniform & Shoe Shop	University Square Shop. Ctr., 2249 University Square Mall.	Tampa	FL	33612–5517
Life Uniform & Shoe Shop	Fox Valley Center, 1010 Fox Valley Ctr.	Aurora	IL	60505–4107

UNIFORM PROGRAM—LICENSED VENDOR LISTING—Continued

Vendor	Street Address	City	State	ZIP + 4
Life Uniform & Shoe Shop	Evergreen Plaza Shop. Ctr., 95th St. & S. Western Ave.	Evergreen Park	IL	60642–2815
Life Uniform & Shoe Shop	Harlem Irving Plaza, 4148 N. Harlem Ave.	Norridge	IL	60634–1203
Life Uniform & Shoe Shop	Hawthorne Mall, 310 Hawthorne Ctr.	Vernon Hills	IL	60061–1506
Life Uniform & Shoe Shop	Lincoln Mall, 129 Lincoln Dr.	Matteson	IL	60443–2330
Life Uniform & Shoe Shop	North Riverside Park, 7501 W. Cermak Rd.	N. Riverside	IL	60546–1405
Life Uniform & Shoe Shop	Orland Square, 748 Orland Sq.	Orland Park	IL	60462–3221
Life Uniform & Shoe Shop	Spring Hill Mall, 1432 Spring Hill Dr.	West Dundee	IL	60118–1264
Life Uniform & Shoe Shop	Stratford Square, 213 Stratford Sq.	Bloomington	IL	60108–2210
Life Uniform & Shoe Shop	Woodfield Mall, G–125 Woodfield Mall.	Schaumburg	IL	60175–5015
Life Uniform & Shoe Shop	Boulevard Mall, 9253 N. Skokie Blvd.	Skokie	IL	60077–1342
Life Uniform & Shoe Shop	Louis Joliet Mall, 1192 Louis Joliet Mall.	Joliet	IL	60435–1095
Life Uniform & Shoe Shop	Cherry Vale Mall, E. 267A Cherry Vale Mall.	Rockford	IL	61112–1017
Life Uniform & Shoe Shop	Lafayette Sq. Shop. Ctr., Lafayette Rd. & W. 38th St.	Indianapolis	IN	46254–2592
Life Uniform & Shoe Shop	Washington Sq. Shop. Ctr., 10202 E. Washington St.	Indianapolis	IN	46229–2629
Life Uniform & Shoe Shop	South Lake Mall, 2084 South Lake Mall.	Merrilville	IN	46410–6437

—Labor Relations Dept., 9–18–86.

Reminder

Submission of A/P–13 Form 1769 Accident Report

Safety offices are reminded that all Forms 1769, *Accident Report,* amendments, and deletions must be completed and forwarded to the Employee and Labor Relations Information Center (ELRIC) by October 2 to be included in FY 1986 year-end reports.

Reports not received by October 2 will be carried over into FY 1987.

—Employee Relations Dept., 9–18–86.

American Energy Awareness Poster

The month of October has been designated as "American Energy Awareness Month." As part of the Postal Service's contribution to the observance, the Postal Service has issued posters with the message "Invest Now for our Energy Future." Poster #84 will be sent to post offices the last week of September and should be displayed in Postal lobbies during the month of October.

Health Benefits Open Season

The Office of Personnel Management (OPM) has announced an open season enrollment period for the Federal Employees Health Benefits Program (FEHB). Open Season enrollment will be held from November 10 through December 5, 1986. Enrollment changes will be effective January 3, 1987.

During the open season, eligible employees not enrolled in a plan under the FEHBP may enroll. As a general rule, noncareer employees are not eligible to participate. Employees such as casuals and substitute rural carriers are not eligible to enroll. For certain exceptions to these rules, see EMPLOYEE AND LABOR RELATIONS MANUAL 521.2. Employees already enrolled may change plans, options, types of enrollment (self and family), or any combination of these changes.

Premium rates and additional information concerning the 1986 FEHBP open season will be issued in future editions of the POSTAL BULLETIN.*—Employee Relations Dept., 9–18–86.*

This Office
Will Be Closed
Columbus Day
October 13, 1986

This Office

Will Be Closed

Columbus Day

October 13, 1986

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21583** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010051	117126	297009	335553	410022	607099	752611	802512	926911
018115	117235	303443	335571	436069	607115	752620	802516	926921
018193	117253	303583	335590	441466	607571	757122	809033	927143
019033	117368	303592	336010	452056	607597	760337	832107	927289
021064	132115	303601	336011	452057	607599	761234	836100	927304
021330	139007	303659	336018	452302	607637	761316	844008	927331
021388	139008	303688	336026	454150	620012	770084	850049	927373
021455	139014	314543	336042	461006	620013	770123	850414	927403
021462	139015	317120	336092	462061	620019	770272	850441	931937
024013	139016	325124	336108	462177	620020	770283	850447	937038
060033	146027	327060	336111	462191	631185	770501	856010	937201
065080	165038	327081	336158	462208	631337	770512	856014	941145
066060	191321	328101	336168	468041	631349	770526	901091	945218
066080	191405	328117	336284	468072	641263	770592	901467	948032
069264	191460	328130	336285	468077	658129	770657	901518	949030
069343	191506	328148	336304	480335	658136	770710	901569	950141
070548	200417	328159	336308	486031	664100	770770	901588	954090
070550	207023	328166	336365	486034	666101	773031	901614	958133
070574	207074	329073	336413	486053	674100	773033	901634	958144
071567	207081	331146	336852	489034	701502	773034	902400	968178
073032	207083	331183	337027	503167	701558	773035	907221	968209
077511	207089	331303	337060	523007	705006	773060	910201	968215
079376	208053	331487	337096	524064	705008	777101	910213	968220
100749	208063	331582	338106	524066	708259	780030	913365	968221
101015	209005	331621	338107	544200	711084	780031	913424	968226
101118	212233	331626	339002	551195	711276	780033	913451	968227
101283	212238	331633	339012	554540	711315	780049	913454	968229
101454	212244	334110	358150	577032	712144	780051	913483	972290
101938	212272	334216	372196	591190	713040	780055	917022	973111
101969	220109	335043	372231	597500	729034	782226	917135	981422
104023	221080	335055	372256	600029	731287	782229	917531	981482
105019	232100	335078	372257	600032	731301	782298	917567	981503
105031	232117	335086	386012	600073	731348	782335	922059	984061
105032	235078	335111	402105	600213	741383	782342	926647	984071
105033	280039	335167	402155	600380	741399	785090	926660	988018
105034	281046	335174	402278	600501	741401	787273	926664	992032
105062	282181	335197	402281	600613	741485	787309	926758	992171
109121	282208	335198	405054	601054	750029	787327	926765	997078
109124	282221	335214	405060	601239	750668	794088	926827	997107
110028	282242	335252	405063	601247	752522	794130	926866	
111073	283134	335253	405064	601604	752523	794195	926872	
113059	294138	335274	405066	602011	752572	801017	926874	
114092	294159	335315	405067	602025	752589	801028	926877	
115835	295059	335361	405076	605417	752607	802032	926903	

—Marketing Dept., 9–18–86.

Reckless driving never determines who's right . . . only who's left

U.S. Postal Service

13 Period Year Calendar — 1987-1988*

Pay Period	Postal Fiscal Year 1987 (September 27, 1986 through September 25, 1987) S	S	M	T	W	T	F	Month	Week	Postal Quarter	Accounting Period	Holidays	Month	Pay Period	Postal Fiscal Year 1988 (September 26, 1987 through September 23, 1988) S	S	M	T	W	T	F
21	9/27						3		1					21	9/26						2
	4						10		2						3						9
22	11		12				17	Oct	3	I	1	Columbus Day	Oct	22	10		12				16
	18						24		4						17						23
23	25						31		5					23	24						30
	1						7		6						31						6
24	8		11				14	Nov	7	I	2	Veterans Day	Nov	24	7				11		13
	15						21		8			Thanksgiving			14						20
25	22					26	28		9					25	21					26	27
	29						5		10						28						4
26	6						12	Dec	11	I	3		Dec	26	5						11
	13						19		12						12						18
1	20					25	26		13			Christmas		1	19						25
	27					1	2		14			New Year's Day			26						1
2	3						9	Jan	15	II	4		Jan	2	2						8
	10						16		16						9						15
3	17		18				23		17			King's Birthday		3	16		18				22
	24						30		18						23						29
4	31						6		19	II	5			4	30						5
	7						13	Feb	20						6						12
5	14		15				20		21			Washington's Birthday	Feb	5	13		15				19
	21						27		22						20						26
6	28						6		23	II	6			6	27						4
	7						13	Mar	24						5						11
7	14						20		25				Mar	7	12						18
	21						27		26						19						25
8	28						3		27	III	7			8	26						1
	4						10	Apr	28						2						8
9	11						17		29				Apr	9	9						15
	18						24		30						16						22
10	25						1		31	III	8			10	23						29
	2						8		32						30						6
11	9						15	May	33				May	11	7						13
	16						22		34						14						20
12	23		25				29		35	III	9	Memorial Day		12	21						27
	30						5		36						28		31				3
13	6						12	Jun	37				Jun	13	4						10
	13						19		38						11						17
14	20						26		39	IV	10			14	18						24
	27						3		40						25						1
15	4						10		41			Independence Day		15	2		4				8
	11						17		42						9						15
16	18						24	Jul	43	IV	11		Jul	16	16						22
	25						31		44						23						29
17	1						7		45					17	30						5
	8						14		46						6						12
18	15						21	Aug	47	IV	12		Aug	18	13						19
	22						28		48						20						26
19	29						4		49					19	27						2
	5		7				11		50						3		7				9
20	12						18	Sep	51	IV	13	Labor Day	Sep	20	10						16
	19						25		52						17						23

*This two-year calendar conforms to the Postal Service 13-period accounting year and represents fiscal years 1987 and 1988.

Note: Legal Holidays observed are: Columbus Day, the 2nd Monday in October; Veterans Day, November 11; Thanksgiving, the 4th Thursday in November; Christmas, December 25; New Year's Day, January 1; King's Birthday, 3rd Monday in January; Washington's Birthday, the 3rd Monday in February; Memorial Day, the last Monday in May; Independence Day, July 4; and Labor Day, the first Monday in September. Holidays falling on Saturday are observed on Friday; those falling on Sunday are observed on Monday.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21583 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
271 186 6453 to 6463
279 022 5467 to 5499
280 255 8618 to 8647
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 336 2000 to 2499
282 532 1100 to 1199
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru 297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru 300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
301 424 3477 to 3499
302 000 0000 thru 302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 116 6533 to 7499
349 389 9242 to 9299
349 615 0000 to 0099
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4509 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 257 2100 to 2199
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
361 974 6811 to 6999
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
363 965 7892 to 7999
364 467 6102 to 6199
364 826 1081 to 1099
365 512 9428 to 9499
365 693 4200 to 4299
365 842 7960 to 7999
365 997 7565 to 7699
366 205 2072 to 2099
366 772 6702 to 6799
366 998 7669 to 7681
367 303 6006 to 6099
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
367 519 6700 to 6899
368 371 3923 to 3999
368 854 6200 to 6299
369 674 8141 to 8199
369 718 3783 to 3799
370 193 8257 to 8299
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

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POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21586

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

PB 21586—September 25, 1986—20 Pages

End of Leave Year

The current leave year will end January 2, 1987. Employees are reminded that any annual leave in excess of the allowable ceilings will be forfeited. Postal regulations provide that no employee may carry over more than 30 days (240 hours) of accumulated annual leave except for:

(1) Employees who, on January 1, 1953, prior to the passage of Public Law 102 had more than 30 days of accumulated annual leave to their credit.

(2) EAS employees who may carry over up to 40 days (320 hours). Those EAS employees who fall under the provisions of Public Law 102 and who have maintained a carryover of more than 320 hours cannot increase their present ceiling.

(3) PCES employees who may increase their carryover ceiling from the previous leave year by an additional 128 hours of accumulated annual leave. Those PCES executives who are new to the program this year, or who had a carryover ceiling of 320 hours or less from the previous leave year, may carry over up to 448 hours of annual leave.

—Employee Relations Dept., 9–25–86.

NEWARK PUBLIC LIBRARY
OCT 3 1986
U.S. GOVT. PUBS.
DEPOSITORY ITEM

National Stamp Collecting Month Die Hubs

Regarding the National Stamp Collecting Month special cancellation die hubs, please be advised of the following ZIP Code changes:

Boston, MA 02205–9998
Brooklyn, NY 11201–9998
Camden, NJ 08101–9998
Newark, NJ 07102–9998
Portland, OR 97208–9998
San Francisco, CA 94188–9998
Tulsa, OK 74101–9998
Washington, DC 20066–9998
Westchester, NY 10551–9998

Most of the changes were made to reflect the ZIP Codes of respective Division Offices.

—Marketing Dept., 9–25–86.

Don't Forget!

FIRE PREVENTION WEEK

October 5–11

DMM Revision

Printed Stamped Envelopes

In response to customer requests, DOMESTIC MAIL MANUAL (DMM) 141.27 is revised to permit the use of different typefaces and/or inks on printed stamped envelopes (those with printed return address information) for orders of one million or more. The minimum quantity of one million is required to justify the cost of production changes. Standard box-lot prices remain the same, however, regardless of total quantity ordered.

Effective immediately, DMM 141.27 is revised as follows:

141.2 Printed Stamped Envelopes (Special-Request)

* * * * *

141.27 Nonstandard Printing. No printing other than that permitted by 141.24, 141.25 and 141.26 is allowed on printed envelopes unless approved by the Stamps Division. Requests for nonstandard printing will be considered on orders of one million or more identical envelopes and should be addressed to the General Manager, Stamps Division, U.S. Postal Service, Washington, DC 20260–6351. The decision of the Stamps Division, based on production requirements and the acceptability of the requested printing, will be final. This revision will be included in a future issue of the DMM.

—Marketing Dept., 9–25–86.

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Pl. 3:

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 174

Keep all foreign order notices for use as reference.

Final Orders. The tentative *Lottery Orders* issued against the following have become final:

CANADA

THE CANADIAN EXPRE$$ CLUB (C.E.C.)
P.O. Box 755
Station A
Toronto, Ontario
Canada M5W 1G3

Kenaston International
P.O. Box 58389
1360 S.W. Marine Drive
and
Harry Lloyd
P.O. Box 58389
1360 S.W. Marine Drive
Vancouver, B.C.
Canada V6P 6E4

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 9–25–86.*

New INTELPOST Rates and Fees

Effective September 30, 1986 rates and fees for INTELPOST Service will increase. The new rate is $10 for the first page and $6 per page for each additional page of a document. In addition, the fees for delivery modes other than regular delivery (special, express, counter pickup, counter pickup with telephone advice, telefax, or counter pickup with TWX advice) will no longer vary by country. A standard $5 per message special handling and delivery fee will be charged any time a delivery mode other than regular delivery is chosen. Post offices, stations and branches that accept INTELPOST documents must post a copy of this notice at the appropriate windows.

—*Marketing Dept., 9–25–86.*

Wanted Circular Canceled

Destroy the following Wanted Circular:
GRAZIANO, Joseph; no date of issue.

—*Inspection Service, 9–25–86.*

Philatelic Product Physical Inventory Survey—PQ IV, FY '86

The Postal Quarter IV philatelic product inventory survey will begin Saturday, September 27, 1986. All philatelic products are to be recorded on Form 1079, *Philatelic Product Physical Inventory Recap.* Multiple copies of that form have been sent to all Management Sectional Centers (MSCs) and Divisions for distribution to Associate Offices.

All the reports are to be submitted by Associate Offices on the revised (September 1986) edition of Form 1079, which has been printed on tan paper. Because of the changes between the previous 1079 printed on light green paper (June 1986) and the new tan form, it is imperative that all facilities use the new edition.

Instructions for completing the Quarter IV form are printed on the reverse side of it. Particular care should be given to all 1079 forms at the Associate Office, post office, and consolidated MSC and Division levels to ensure that they reflect the same number in Column C (On Hand at Beginning of Quarter) that were listed for the same products, or item numbers, in Column F on the PQ III, FY '86, forms (On Hand at End of Quarter).

Associate Offices are to forward completed forms to their MSC or Division office by October 6, 1986. MSCs and Divisions will use those forms to prepare a consolidated report using Form 1079C which will be forwarded to all MSCs and Divisions from the San Mateo Postal Data Center by September 26, 1986.

All MSCs and Divisions are to send their consolidated Form 1079C to: Form 1079, Postal Data Center-USPS, 2700 Campus Drive, San Mateo, Ca 94097–9120, on or before Monday, October 20, 1986. Also please send one copy to: Form 1079, Philatelic Marketing Division, Attn: Frank Thomas, Room 5630, USPS Headquarters, Washington, DC 20260–6355.

—*Marketing Dept., 9–25–86.*

Stamp Stock Destruction Committees

Financial audits continue to reveal instances of nonsaleable stamp stock volumes accumulating until they exceed the capability of the on-site destruction equipment and must be destroyed off-site.

Stamp stock destruction committees must establish a timetable to ensure all nonsaleable stamp stock is destroyed on-site.

—*Department of the Controller, 9–25–86.*

SAFETY IS NO ACCIDENT

1986 COMMEMORATIVE MINT SET

The 1986 Commemorative Mint Set, *Item 866,* will go on sale October 25, at all post offices normally selling philatelic products, at all Philatelic Centers and by mail order from the Philatelic Sales Division, Washington, DC 20265–9997.

The mint set contains 32 stamps (16 different issues)—11 single stamps (including the Love stamp and *one randomly selected stamp* from the Presidents miniature sheets), three blocks of four stamps, and two booklet panes of four and five stamps each. The set also includes plastic mounts for affixing the stamps to the album and interesting background information and illustrations on subjects.

A new marketing concept is being implemented for the sale of the **1986 Commemorative Mint Set** which should increase sales, particularly during the first few months. A quantity of $1.50 discount coupons will be shipped to all CAG A–H offices, with a lobby "take one" display, and should be set up immediately. Coupons also will be made available to customers through various forms of advertising. Customers should be encouraged to complete the information on the coupon, since we hope to compile a list of new names to be used for future promotional mailings; however, it will ***not*** be required. Only one coupon per customer is necessary regardless of the number of mint sets purchased.

Until February 28, all **1986 Commemorative Mint Sets** will be sold for $9.50 each, regardless of whether or not a coupon is presented to the clerk. As of March 1, 1987, they are to be sold for the full price of $11.00.

"Take one" coupon displays should be displayed prominently where customers can obtain coupons easily and fill out prior to making purchases. A small supply of coupons should be maintained at retail windows for customers who request the mint set but have not completed a coupon. Again, please note that while customers should be encouraged to use the coupons for mint set purchases, it is ***not*** required. Coupons are not accountable items, and customers who refuse to complete them still may receive **1986 Commemorative Mint Sets** at the discount price through February 28. More detailed information about the handling of the coupons will be provided in a future issue of the POSTAL BULLETIN.

As with previous mint sets, the stamp packets, which are accountable, and the albums each will be shipped by a separate contractor to all Stamp Distribution Offices (SDOs) in cartons of 100 (four packets of 25 each). All SDOs will receive three shipments, and the initial one, of approximately 225,000 of each, is scheduled for October 13, with the third and last to be made in December.

The five Regional Accountable Paper Depositories will receive four shipments each of the stamp packets and albums, with the final one—which will include an additional supply of albums—scheduled to be completed by January 1987.

SDOs must verify receipt of equal quantities of stamp packets and albums, and each office should contact its appropriate Regional Retail Branch for information regarding quantities. Any differences between stamp packet quantities shown on the *Advice of Shipment* and those actually received should be reported as outlined in Handbook F–1, *Financial Handbook for Post Offices,* Section 527.3.

Post offices should order initial quantities of the mint set immediately from SDOs using Form 17, *Stamp Requisition.* SDOs must plan the initial distribution of the mint sets carefully, to ensure that all requesting offices receive their orders prior to October 24.

Additional information and accounting instructions regarding the March 1 price increase for the mint set will be published in a POSTAL BULLETIN notice in early February 1987.

Green security pouches must be returned to concentration points—not stored in hampers

Neighborhood Delivery and Collection Box Units (NDCBUs)

Standard NDCBU equipment has fixed mounting pedestals that secure the unit for customers to conveniently retrieve their mail. In some locations, due to heavy snow accumulations or when the box is located too close to fences, walls, etc., the carrier experiences difficulties in serving rear loading NDCBUs.

A locking NDCBU carousel pedestal, that permits the customer compartments section to rotate 180 degrees, is now available to reduce carrier difficulty in serving rear loading NDCBUs. The equipment requires the use of a standard Arrow lock and must not be used without it. Offices ordering the carousel NDCBU pedestal should assure that an adequate supply of Arrow locks is on hand.

The carousel pedestal can be used with NDCBUs manufactured by Bommer, American Device, Auth, Florence and Cutler-Federal. This equipment can be purchased by submitting an approved Form 7381, *Requisition for Equipment, Supplies and Services,* to your Division for approval and processing.—*Delivery Services Dept., 9-25-86.*

DON'T "STASH" YOUR CASH

SAY 'NOPE' TO DOPE!

Discontinued Shipment of Post Office Box Fronts to Mail Equipment Shops (MES)

The article appearing in POSTAL BULLETIN 21578, 8-7-86, concerning shipment of post office box fronts to MES is hereby rescinded.

The MES has received sufficient quantities of post office box fronts to meet field requirements. Effective immediately, the No. 1, No. 2, and No. 3 sizes of 700, 1,300, and 1,500 series post office box fronts are no longer to be shipped to the MES.

Questions concerning normal disposal procedures of all series of post office boxes (including 2900 series) are to be directed to the Directors, Procurement and Materiel Management Service Centers.—*Procurement & Supply Dept., 9-25-86.*

Reduction in Accountability of Golden Moments Mint Set

The price of the **Golden Moments Mint Set,** which features the stamps and stationery items issued for the 1984 Olympics, will be changed from $20.00 to $16.95 on October 10, 1986. All offices selling this philatelic product shall reduce their accountability for this item as follows.

A supervisor at all facilities selling the **Golden Moments Mint Set *(Item 825)*** will count quantities on hand at the close of business on October 9, 1986. The supervisor shall multiply the number of mint sets by $3.05 (the difference between the old and new price) and enter the result on the Return Stamps side of Form 17, *Stamp Requisition.* The total on the Form 17 then shall be entered on the facility's Form 1412-A, *Daily Financial Report,* as a write-in to AIC 848, *Stock Returned.* Forward the Form 17 with the Form 1412-A to the Accountbook Section. This will reduce the facility's accountability to reflect the new price of $16.95.

Upon receipt of the Form 1412-A with the accompanying Form 17, the Accountbook Unit shall make a write-in entry to AIC 171, *Postage Stock—Revaluation,* on the Disbursement Section of the Accountbook or *Daily Financial Statement.* This is offset by a reduction to AIC 805, *Postage Stock—Inventory,* in the Analysis Section. The Form 17 shall be retained with other support documents.—*Marketing Dept., 9-25-86.*

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/City	Names Covered	Product
PA, Sterling 18463-0055	Beatrice Bayley, Inc., Post Office Box 55	The sale of family heritage books.
MI, Muskegon 49444-4588	T. Jones, P.O. Box 4588	The sale of coins, stamps, baseball cards, comics and other collectible items.

—*Judicial Officer, 9-25-86.*

Copyright material has been

deleted; not available for

Microfiche Edition.

Christmas Special Stamps

The two 1986 special Christmas stamps will be issued October 24 in separate locations. Both stamps are being printed in the regular issue size.

The contemporary Christmas stamp will be issued in Snow Hill, Maryland. The stamp, designed by Dolli Tingle, features a bright and cheerful winter village scene.

The traditional Christmas stamp will be issued in Washington, D.C. The stamp features the "Perugino Madonna," an oil on wood painted by Il Perugino. Pietro Di Cristoforo Di Vannucci was born near Perugino, Italy, around 1450. Because of Vannucci's long-time residency in Perugino, he was better known as Il Perugino, "the Perugian."

Procedures for ordering first day cancellations are as follows:

Customers Affixing Stamps: Customers are encouraged to purchase the Christmas stamps and affix them to their envelopes. Envelopes should be addressed on the right side at least ⅝ of an inch up from the bottom, and stamps should be affixed in the upper right corner approximately ¼ inch from the top and right edges. Requests must be postmarked by November 24 and addressed: CUSTOMER-AFFIXED ENVELOPES, CHRISTMAS CONTEMPORARY STAMP, POSTMASTER, SNOW HILL, MD 21863-9991; CUSTOMER-AFFIXED ENVELOPES, CHRISTMAS TRADITIONAL STAMP, POSTMASTER, WASHINGTON, D.C. 20066-9991. No remittance is required.

Postal Service Affixing Stamps: The Postal Service will affix stamps when requested to do so. Orders must be postmarked by November 24 and addressed: CHRISTMAS CONTEMPORARY STAMP, POSTMASTER, SNOW HILL, MD 21863-9992; CHRISTMAS TRADITIONAL STAMP, POSTMASTER, WASHINGTON, D.C. 20066-9992. The cost is 22 cents per stamp. Personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Cash should not be sent as payment. Postage stamps are unacceptable as payment.

After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog,* is available from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 86-28
Remove after November 24

PLEASE POST ON BULLETIN BOARD

NEW PROPERTY CODE NUMBERS

Effective A/P 1, FY 87, the property code number (PCN) system will be revised to reflect new PCNs. All capital personal property in the Personal Property Accounting System (PPAS) will be crosswalked from the present system to the new PCN system. Any procurement for capital personal property made after the beginning of the fiscal year must cite the correct new PCN on the procurement document to facilitate processing by the servicing postal data center. *Documents without* the new PCNs will be *returned* to the originating office for correction. This notice provides a complete list of the new PCNs. *Retain this listing for reference purposes until Handbook, F–43, Property Code Numbers, has been published.* Handbook F–43 will be published in FY 87. **Do not** use old PCNs on procurement documents after September 26, 1986.

BIC	Property Code No.	Commitment Account	Service Life	PCN Description
1NY	3700.04	86531	10	Access Control Sys Badge Reader.
1NY	3700.00	86531	10	Access Control System.
1NY	3700.08	86531	10	Access/Security/ Alarm Equipment.
3TY	3980.00	86533	03	Acoustical covers/ Silencing Eqpt.
3TY	3980.04	86533	05	Adapter, ADP.
1HC	3500.00	86531	10	Addressing Machine.
3TY	3905.50	86533	05	ADP Cleaning/ Maintenance Eqpt.
3TG	3900.99	86533	03	ADP Installation Cost.
3TY	3905.60	86533	05	ADP Testing/ Analz/ Monitoring Eqpt.
2MA	2200.00	86532	10	Air Conditioner.
3TY	3990.00	86533	03	Air Contract Data Coll Sys, ACDCS.
2MY	2220.00	86532	10	Air Curtain, Entrance/Ext Door.
1RP	8900.00	86531	10	Aircraft.
2MC	2210.00	86532	10	Alternator, Power Plant.
1MC	8210.00	86531	05	Amplifier, Power/ Sound.
2PB	6010.00	86532	10	Analyzer, Vehicle Maintenance.
1SA	3600.00	86531	10	Answering/ Recording Unit, Tele Sys.
1KY	3000.00	86531	10	Art/Statuary/ Decorator Items.
1MY	8230.90	86531	10	Audio-Visual Miscellaneous Eqpt.
1MY	8230.00	86531	10	Audio-Visual Special Effects Eqpt.
1MF	8220.00	86531	10	Audio, Player/ Recorder.
1RE	8010.00	86531	10	Audiometer.
3TY	3980.08	86533	03	Badge Puncher.
2KY	2080.00	86532	10	Baler, Paper.
2DD	9500.00	86232	10	Bar Code Reader.
1RE	8010.04	86531	10	Bed, Medical Unit.
2LB	2110.00	86532	10	Bender/Brake, Metal.
1HF	3500.04	86531	10	Binding Machine.
1DF	9700.00	86231	10	BMC Container Loader/ Unloader.
1DF	9700.10	86231	10	BMC Inbound-Outbound Tow Conveyor.
1DF	9700.20	86231	10	BMC Parcel Sorting Induction Unit.
1DF	9700.22	86231	10	BMC Parcel Sorting Machine.
1DF	9700.30	86231	10	BMC Process Control System
1DF	9700.40	86231	10	BMC Sack Shakeout Machine.
1DF	9700.50	86231	10	BMC Sack Sorter and Loader.
1DF	9700.60	86231	10	BMC Towveyor— Internal Tow Conv.
1DF	9700.62	86231	10	BMC Towveyor— Wearbar Lubricator.
2MY	2220.10	86532	10	Board, Directory, Control or Misc.
2PA	6000.00	86532	10	Body & Frame Maintenance Equipment.
2PY	6090.00	86532	10	Body, Utility Vehicle Maint Service.
1KA	3000.10	86531	10	Bookcase.
1RE	8010.08	86531	10	Booth, Audiometer Examining.
2PY	6070.00	86532	10	Brake Maintenance Equipment.
2MY	2220.90	86532	10	Building Equipment, Miscellaneous.
1DD	9000.00	86231	10	Bulk Conveyor.
1EY	7000.00	86431	10	Bulletin Board, Lobby.
3TY	3980.12	86533	05	Burster, Form or Card.
1MD	8110.00	86531	10	Cabinet/Special Furn, Film Process.
1HY	3100.32	86531	10	Cabinet ADP.
1HG	3100.00	86531	10	Cabinet, File.
1HG	3100.04	86531	10	Cabinet, File Card.
1HG	3100.08	86531	10	Cabinet, File Lateral.

BIC	Property Code No.	Commitment Account	Service Life	PCN Description
1HG	3100.12	86531	10	Cabinet, File Security.
1HG	3100.16	86531	10	Cabinet, File/ Stand Visible Records.
1HY	3100.40	86531	10	Cabinet, Laboratory.
1HG	3100.36	86531	10	Cabinet, Map/ Plan.
1RE	8010.12	86531	10	Cabinet, Medical Unit.
1HG	3100.44	86531	10	Cabinet, Microfilm/ Microfiche.
1HY	3100.48	86531	10	Cabinet, Storage.
2LY	2150.00	86532	10	Cabinet, Tool and Parts.
1RB	8000.00	86531	10	Cafe Eq, Cabinet.
1RB	8000.02	86531	10	Cafe Eq, Cart.
1RB	8000.04	86531	10	Cafe Eq, Cash Register.
1RB	8000.06	86531	10	Cafe Eq, Coffee Urn.
1RB	8000.08	86531	10	Cafe Eq, Condiment Stand.
1RB	8000.10	86531	10	Cafe Eq, Counterline.
1RB	8000.14	86531	10	Cafe Eq, Dish Washer.
1RB	8000.16	86531	10	Cafe Eq, Display Case.
1RB	8000.18	86531	10	Cafe Eq, Disposal Unit.
1RB	8000.20	86531	10	Cafe Eq, Drink Dispenser.
1RB	8000.22	86531	10	Cafe Eq, Freezer.
1RB	8000.24	86531	10	Cafe Eq, Fryer.
1RB	8000.26	86531	10	Cafe Eq, Grill.
1RB	8000.28	86531	10	Cafe Eq, Hood.
1RB	8000.32	86531	10	Cafe Eq, Ice Dispenser.
1RB	8000.34	86531	10	Cafe Eq, Ice Maker.
1RB	8000.36	86531	10	Cafe Eq, Ice Storage.
1RB	8000.38	86531	10	Cafe Eq, Kettle.
1RB	8000.40	86531	10	Cafe Eq, Kitchen Work Table.
1RB	8000.42	86531	10	Cafe Eq, Microwave.
1RB	8000.44	86531	10	Cafe Eq, Misc Cooking & Heating.
1RB	8000.46	86531	10	Cafe Eq, Misc Food Preparation Eqpt.
1RB	8000.48	86531	10	Cafe Eq, Miscellaneous Appliances.
1RB	8000.50	86531	10	Cafe Eq, Mixer.
1RB	8000.52	86531	10	Cafe Eq, Oven.
1RB	8000.54	86531	10	Cafe Eq, Rack/ Shelving.
1RB	8000.56	86531	10	Cafe Eq, Range.
1RB	8000.58	86531	10	Cafe Eq, Refrigerator.
1RB	8000.60	86531	10	Cafe Eq, Serv-O-Lifts.
1RB	8000.62	86531	10	Cafe Eq., Sink.
1RB	8000.64	86531	10	Cafe, Eq, Slicer.
1RB	8000.66	86531	10	Cafe, Eq, Steam Table.
1RB	8000.68	86531	10	Cafe, Eq, Tray Handling. Equipment.
1RB	8000.70	86531	10	Cafe, Eq, Warming Cabinet.
1HD	3200.00	86531	05	Calculator.
1HD	3200.10	86531	05	Calculator, Programmable.
1MB	8100.00	86531	10	Camera.
1MB	8100.60	86531	10	Camera Accessories.
1MB	8100.20	86531	10	Camera, Document.
1MB	8040.00	86531	10	Camera, ID.
1MB	8100.30	86531	10	Camera, Microfilm.
1MB	8100.40	86531	10	Camera, Movie.
1MH	8100.50	86531	10	Camera, Video.
2FA	4010.40	86232	10	Canceller Flat.
2FA	4010.30	86232	10	Cancelling Machine.
2DC	4010.00	86232	10	Cancelling Machine, M-36.
2DC	4010.10	86232	10	Cancelling Machine, Mark II.
2DC	4010.20	86232	10	Cancelling/Facing Machine.
3TA	3905.00	86533	05	Card Punch.
3TA	3905.04	86533	05	Card Reader.
3TA	3905.08	86533	05	Card Sorter.
1HY	8600.00	86531	10	Cardboard Case Making Machine.
2KY	2040.00	86532	10	Carpet Cleaning Machine.
3DG	4400.00	86233	10	Carrier, Cargo & Materials.
3DG	4400.10	86233	10	Carrier, Personnel.
2KY	2080.10	86532	10	Cart/Truck, Custodial.
1RE	8010.16	86531	10	Cart, Medical Unit.
1HY	3300.00	86531	10	Cart, Office Mailroom.
1KC	3000.20	86531	05	Chair.
1RE	8010.20	86531	10	Chair, Medical Treatment.
3KC	7200.00	86433	10	Changer, Coin.
3KC	7200.10	86433	10	Changer, Currency.
3KC	7200.20	86433	10	Changer, Currency/Coin.
3TA	3900.00	86533	05	Channel Controller.
2LY	2120.00	86532	10	Charger, Battery.
2PY	6080.00	86532	10	Charger, Battery—Vehicles.
2LY	2130.00	86532	05	Cleaner, Air Conditioner.
2LY	2130.10	86532	05	Cleaner, Boiler Tubes.
2LY	2130.20	86532	10	Cleaner, Parts.
2PH	6050.00	86532	10	Cleaning Equipment, Vmf Maintenance.

BIC	Property Code No.	Commitment Account	Service Life	PCN Description
2MY	2220.20	86532	10	Clock, Master Control & Misc Clocks.
1MH	8300.00	86531	10	Closed Circuit TV System.
1QB	8510.00	86531	10	Coil Cradle Equipment.
1HF	3500.06	86531	10	Collator.
1HF	3500.08	86531	10	Collator Binder.
2LY	2120.10	86532	10	Compressor Air.
2MY	2220.30	86532	10	Console, Control.
2KY	2080.20	86532	10	Container Trash, Scrap, Disposal.
1MY	8230.10	86531	10	Control Console, Audio-Visual.
3TY	3980.20	86533	04	Converter, Card/ Paper/Tape Eqpt.
2FC	4200.00	86232	10	Conveyor.
2FB	4200.10	86232	10	Conveyor, Extendible.
2FY	4200.30	86232	10	Conveyor, Tractor.
2MA	2200.10	86532	10	Cooler, Room.
3TY	3905.10	86533	05	Cooling System, ADP.
1HH	3500.10	86531	05	Copying Machine.
1KD	3000.30	86531	10	Couch.
3KA	7300.00	86433	10	Counter, Coin.
3KA	7300.10	86433	10	Counter, Currency.
3TY	3980.16	86533	05	Counter, Paper.
2JC	7100.10	86432	10	Counterline, Window Multi Purpose.
2LY	2140.00	86532	10	Crane.
1KY	3000.40	86531	10	Credenza.
2DB	4000.00	86232	10	Culling Machine.
1MB	8040.10	86531	10	Cutter, ID Badge.
2LB	2110.02	86532	10	Cutter, Metal.
1HY	3500.12	86531	10	Cutter, Paper.
3TA	3920.00	86533	03	Data Entry System.
3TY	3980.24	86533	05	Decollator.
3TY	3990.10	86533	05	Delivery Receipt System Adr.
1EY	7000.10	86431	10	Desk/Table, Lobby.
1KE	3000.50	86531	10	Desk/ Workstation.
1HE	3210.00	86531	05	Dictation/ Transcribing Equiupment.
3TA	3900.10	86533	03	Disk Pack.
3TA	3900.20	86533	05	Disk Storage Drive.
3FY	4410.20	86233	10	Dispenser, Label.
3FB	4420.00	86233	10	Dispenser, Tape.
1EY	7000.20	86431	10	Dispenser, Ticket Machine.
2DH	4020.00	86232	05	Diverter Edger Feeder Attachment.
3DF	2300.00	86233	10	Dockbroard/ Dockramp, Portable.
2PD	6020.00	86532	10	Dolly, Vehicle Towing.
1HY	3300.10	86531	10	Drafting Equipment.
1HY	3300.12	86531	10	Drafting Table.
2LB	2110.04	86532	10	Drill.
2LB	2110.06	86532	10	Drill Press.
1HY	3500.14	86531	10	Drill/Punch, Paper.
1MD	8110.10	86531	10	Dryer, Film Processing.
3DB	4200.50	86233	10	Dumper, Hamper.
1HF	3500.16	86531	10	Duplicating Eqpt, Offset.
1HF	3500.18	86531	10	Duplication Eqpt, Plate Maker Unit.
1HF	3500.20	86531	10	Duplicating Eqpt, Stencil Unit.
1HF	3500.22	86531	10	Duplicating Eqpt, Transparency Unit.
1HF	3500.24	86531	10	Duplicating Eqpt, Varityper.
1HY	3500.90	86531	10	Duplicating/ Printing, Misc Eqpt.
1MF	8220.10	86531	10	Duplicator, Audio.
1HM	3995.00	86531	10	Duplicator, Microfilm/ Microfiche.
2PY	6090.10	86532	10	Dynamometer, Vehicle.
2DH	4020.10	86232	05	Edger Feeder.
2DH	4020.20	86232	05	Edger Stacker.
1RE	8010.24	86531	10	Electrocardio-graph.
1HY	3500.26	86531	10	Embossing Machine.
2PC	6010.10	86532	10	Engine Maintenance Equipment.
1MD	8110.20	86531	10	Enlarger, Film Processing.
3TY	3980.26	86533	03	Eprom Programmer Device.
1HF	3500.28	86531	10	Feeder, Addressing Equipment.
1HF	3500.30	86531	10	Feeder, Collator Equipment.
3FY	4410.30	86233	10	Feeder, Label Printer.
1HH	3500.32	86531	05	Feeder, Photocopy Equipment
1HG	3100.20	86531	10	File, Automated System Unit.
1HG	3100.24	86531	10	File, Rotary.
1HG	3100.28	86531	10	File, Shelving.
1MD	8110.90	86531	10	Film Processing, Miscellaneous Eqpt.
2LB	2110.08	86532	10	Finishing Equipment, Metal.
1RY	8700.00	86531	10	Fire, Safety & Rescue Equipment.
1DF	9000.10	86231	10	Fixed Mech Memory Cont Sys.
2DK	9200.10	86232	10	Flat Sorter Bin Unit.

BIC	Property Code No.	Commitment Account	Service Life	PCN Description
2DK	9200.20	86232	10	Flat Sorter Cull Unit.
2DK	9200.30	86232	10	Flat Sorter Extractor Unit.
2DK	9200.40	86232	10	Flat Sorter Feed Unit.
2DK	9200.00	86232	10	Flat Sorter Machine.
1HY	3500.34	86531	10	Folder, Paper.
1HY	8600.10	86531	10	Forming Machine, Carton or Trays.
2LB	2110.10	86532	10	Forming Machine, Metal.
2MC	2210.10	86532	10	Generator.
2LA	2100.00	86532	10	Generator, Signal.
3TA	3970.00	86533	03	Graphics System.
3TA	3970.10	86533	03	Graphics System, Controller.
3TA	3970.20	86533	03	Graphics System Display Unit.
3TA	3970.30	86533	03	Graphics System, Plotter.
2LB	2110.12	86532	10	Grinder.
2PC	6010.20	86532	10	Grinder, Valve.
1QA	8500.00	86531	10	Grommet Machine.
2LB	2110.14	86532	10	Hammer Machine, Metal.
2LB	2110.16	86532	10	Heat Treat Equipment.
2MY	2220.40	86532	10	Heater, Portable.
2LY	2140.10	86532	10	Hoist.
2MY	2200.20	86532	10	Humidifier.
3TY	3990.20	86533	05	HVAC Energy Management System.
1RE	8010.28	86531	10	Hydrocollator.
1HY	3250.00	86531	10	Imprinting Machine.
2DH	4020.30	86232	05	Inclined Feeder Assembly.
2LA	2100.02	86532	10	Infrared Viewer.
1HY	3500.36	86531	10	Inserting Equipment.
1NY	3700.12	86531	10	Insp Service Crime Lab Eqpt.
2GG	9999.98	86232	10	Install Cost, Non-Fixed Mechanization.
1DF	9999.99	86231	10	Installation Cost Fixed Mechanization.
1MH	8300.10	86531	10	Intercom, Closed Circuit TV.
2PD	6020.10	86532	10	Jack.
1HY	3500.38	86531	10	Jogger, Paper.
2LB	2110.18	86532	10	Jointer, Wood.
2LY	2120.20	86532	10	Key Duplicating/ Cutting Machine.
1QA	8500.10	86531	10	Key Manufacturing Mach-Mail Eq Shop.
2FD	4410.00	86232	10	Label Printing System.
2LY	2120.30	86532	10	Lacer, Belt.
2LY	2140.20	86532	10	Ladder, Safety Platform.
1MB	8040.20	86531	10	Laminator, ID Badge.
2LB	2110.20	86532	10	Lathe.
2KY	2050.90	86532	05	Lawn & Yard, Miscellaneous Eqpt.
1MC	8210.10	86531	10	Lecturn.
1MB	8100.70	86531	10	Lens.
2DD	9100.00	86232	10	Letter Sorting Machine, Multi Pos.
2DD	9100.10	86232	10	Letter Sorting Machine, Single Pos.
1HY	3400.00	86531	10	Lettering Equipment & Systems.
2LY	2140.40	86532	10	Lift Platform, Cleaning/ Maintenance.
2PD	6020.20	86532	10	Lift, Battery.
2LY	2140.30	86532	10	Lift, Table.
2PD	6020.30	86532	10	Lift, Vehicle.
1RE	8010.32	86531	10	Light, Medical Unit.
1MY	8230.20	86531	10	Lights & Lighting, Specialized.
1DF	9000.20	86231	10	Loose Mail Conveyor System.
2DD	9100.34	86232	10	LSM—Electronic Sort Processor.
2DD	9100.91	86232	10	LSM—Expanded ZIP Retrofit.
2DD	9100.92	86232	07	LSM—EZR Maintenance Terminal.
2DD	9100.94	86232	10	LSM Vacuum System.
2DD	9100.30	86232	10	LSM—ZIP Mail Translator.
2DD	9100.20	86232	10	LSM Tray Conveyor System.
3TA	3900.30	86533	05	Magnetic Tape Unit.
3TA	3900.34	86533	05	Magnetic Tape Unit, Automated.
1QA	8500.90	86531	10	Mail Eqpt Shop Miscellaneous Eqpt.
1DD	9000.30	86231	10	Mail Preparation System.
1QB	8510.90	86531	10	Mailbag Facility Miscellaneous Eqpt.
2LY	2120.90	86532	10	Maintenance, Misc Tools and Eqpt.
1RE	8010.36	86531	10	Medical Instrument/ Diagnostic Eqpt.
1RE	8010.40	86531	10	Medical Treatment Eqpt & Devices.
3TA	3900.40	86533	05	Memory Storage Unit.
3TA	3900.44	86533	05	Memory Storage, Controller.

BIC	Property Code No.	Commitment Account	Service Life	PCN Description
1NY	3700.16	86531	10	Metal Detector.
3TB	3920.10	86533	03	Micr Data Entry/ Capture Sys.
3TA	3950.00	86533	03	Micro Computer System.
3TA	3959.10	86533	03	Micro Controller.
3TA	3959.20	86533	03	Micro CRT/VDT.
3TA	3950.30	86533	03	Micro Disk Drive.
3TA	3959.40	86533	03	Micro Keyboard.
3TA	3950.50	86533	03	Micro Memory Storage Unit.
3TA	3950.80	86533	03	Micro Printer.
3TA	3950.82	86533	03	Micro Printer/ Keyboard.
3TA	3950.60	86533	03	Micro Processor.
3TA	3950.70	86533	03	Micro Tape Drive.
3TY	3995.10	86533	10	Microfilmer Computer Output.
1MC	8210.20	86531	10	Microphone.
1NY	3700.20	86531	10	Microscope.
2LB	2110.22	86532	10	Milling Machine.
3TA	3940.00	86533	03	Mini Computer System.
3TA	3940.10	86533	03	Minicomputer Processor.
2LY	2120.40	86532	10	Mixer, Concrete.
2MY	2400.00	86532	10	Mobile Home/ Post Office.
3TB	3910.00	86533	04	Modem.
1MH	8300.20	86531	10	Monitor, TV.
1DF	9990.10	86231	10	Monorail Sorting System.
2KY	2050.00	86532	05	Mower, Lawn.
3KJ	7210.10	86433	10	Multi-Commodity Vending Machine.
1DF	9000.50	86231	10	Multi-Slide.
1DF	9000.40	86231	10	Multibelt Sorting System.
3TB	3910.10	86533	04	Multiplexor.
2LB	2110.26	86532	10	Notcher.
1KY	3000.90	86531	10	Office Furniture, Miscellaneous.
1HY	3250.90	86531	10	Office Machines & Equipment, Misc.
1HY	3250.04	86531	10	Opener, Envelope.
1SC	3620.00	86531	10	P/A—Intercom—Music—System.
2KY	2080.30	86532	10	Packer/ Compacter, Trash, Disposal.
2LY	2160.00	86532	10	Paint Shop Equipment, Miscellaneous.
1DF	9000.60	86231	10	Pallet Unloader.
1DF	9300.00	86231	10	Parcel Sorting Machine.
1HY	3500.40	86531	10	Perforator.
1NY	3700.24	86531	10	Photo Image ID Kit.
1HF	3500.42	86531	10	Phototype Composing Machine.
2LB	2110.28	86532	10	Pipe Bending/ Cutting/ Threading Eqpt.
2LB	2110.30	86532	10	Planer.
3DF	2300.10	86233	10	Platform Elevator/Lift, Portable.
2KB	2010.00	86532	10	Polisher/ Scrubber, Floor.
2KB	2010.10	86532	10	Polisher, Floor.
1NY	3700.28	86531	10	Polygraph.
2JE	7110.00	86432	10	Postage Meters.
3TY	3905.12	86533	07	Power Conditioner.
3TY	3905.14	86533	05	Power Converter.
3TY	3905.18	86533	07	Power Protection/ Alarm Unit.
2MC	2210.20	86532	10	Power Supply.
3TY	3905.16	86533	05	Power Unit.
2DF	9000.70	86232	10	PP Distribution Ring.
2LB	2110.32	86532	10	Press, Arbor/ Power.
3TA	3900.50	86533	05	Printer.
3FY	4410.10	86233	10	Printer, Address Label.
1MD	8110.30	86531	10	Printer, Film Processing.
1HY	3400.10	86531	10	Printer, Sign and Showcard.
3TA	3900.54	86533	05	Printing System.
1MD	8110.40	86531	10	Processor, Film.
3TA	3900.60	86533	05	Processor, Mainframe.
3TA	3900.64	86533	05	Processor, Mainframe Controller.
3TA	3900.68	86533	05	Processor, Operator Console/ Station.
1ME	8200.90	86531	10	Projector Accessories & Misc Eqpt.
1ME	8200.00	86531	10	Projector, Computer Image.
1ME	8200.10	86531	10	Projector, Movie.
1ME	8200.20	86531	10	Projector, Opaque.
1ME	8200.30	86531	10	Projector, Overhead.
1ME	8200.40	86531	10	Projector, Slide.
1ME	8200.50	86531	10	Projector, Strip Film.
1ME	8200.60	86531	10	Projector, Television.
2PY	6090.20	86532	10	Puller Equipment.
2MY	2220.50	86532	10	Pump, Miscellaneous Portable.
2PE	6030.00	86532	10	Pump, Servicing/ Dispensing.

BIC	Property Code No.	Commitment Account	Service Life	PCN Description
2LY	2150.10	86532	10	Rack, Maintenance.
1KY	3000.60	86531	10	Rack, Office Miscellaneous.
2FY	4210.00	86232	10	Rack, Tray Storage.
1SB	3610.00	86531	10	Radio, Base Station.
1SB	3610.04	86531	10	Radio, Duplexor.
1SB	3610.08	86531	10	Radio, Encoder.
1SB	3610.12	86531	10	Radio, Frequency Filter.
1SB	3610.16	86531	05	Radio, Inserter.
1SB	3610.20	86531	05	Radio, Mobile Telephone Units.
1SB	3610.90	86531	05	Radio, Other Miscellaneous Types.
1SB	3610.24	86531	05	Radio, Pager.
1SB	3610.28	86531	10	Radio, Remote Control Unit or Base.
1SB	3610.32	86531	10	Radio, Repeater.
1SB	3610.36	86531	10	Radio, Signal Booster.
1SB	3610.40	86531	10	Radio, System Control Console.
1SB	3610.44	86531	10	Radio, Tower.
1SB	3610.48	86531	05	Radio, Two-Way Portable.
1SB	3610.52	86531	05	Radio, Two-Way Vehicle.
1SB	3610.56	86531	05	Radio, Voting System.
1HM	3995.30	86531	10	Reader/Printer, Microfiche.
1HM	3995.50	86531	10	Reader/Printer, Microfilm.
3TY	3980.28	86533	04	Reader/Puncher, Paper Tape.
1HM	3995.20	86531	10	Reader, Microfiche.
1HM	3995.40	86531	10	Reader, Microfilm.
2DD	9600.00	86232	10	Reader, Optical Character.
2DD	9600.10	86232	10	Reader, Optical Character (OCR/CS).
3TY	3980.32	86533	03	Recorder, Computer Image.
2LA	2100.04	86532	10	Recorder, Plotting.
3TY	3990.30	86533	05	Register Dispatch Sys. Adsrm.
1RE	8010.44	86531	10	Resuscitator Manikin.
3FB	4420.10	86233	10	Rewrap or Patch-Up Equipment.
2LB	2110.36	86532	10	Riveting Equipment.
3TY	3980.36	86533	OT	Ruck, Reel.
1DF	9400.00	86231	10	Sack Sorting Machine.
1ND	7310.00	86531	10	Safe.
1ND	7310.10	86531	10	Safe, Vault Shell.
2LB	2110.38	86532	10	Sander.
2LB	2110.40	86532	10	Saws and Saw Equipment.
3FY	4430.00	86233	10	Scale, Floor or Platform.
2JF	7120.00	86432	10	Scale, Miscellaneous.
2JF	7120.10	86432	05	Scale, Programmable/ Electronic.
3FY	4430.10	86233	10	Scale, Remote Console/ Indicator.
3TC	3925.00	86533	03	Scanner, Controller.
3TC	3925.10	86533	03	Scanner, Fixed Unit.
3TC	3925.20	86533	03	Scanner, Portable Unit.
3DG	4400.20	86233	05	Scooter.
1NY	3700.32	86531	10	Scope, Covert Vehicular.
1RC	8030.00	86531	10	Scoring, Test, Machine.
1ME	8200.70	86531	10	Screen, Projection.
1QA	8500.20	86531	10	Screw Machine.
2KC	2010.20	86532	10	Scrubbing Machine.
1HY	3250.12	86531	10	Sealer, Envelope.
1QB	8510.10	86531	10	Sealer, Heat Type.
1ND	7310.20	86531	10	Security Container With Cabinet.
2PE	6030.10	86532	10	Servicing/ Dispensing Equipment.
2KY	2070.00	86532	10	Sewer Maintenance Equipment.
1QB	8510.20	86531	10	Sewing Machine.
1QA	8500.30	86531	10	Shaping/Forming Machine.
2LB	2110.42	86532	10	Shear, Metal.
2MY	2400.20	86532	10	Shed, Storage.
2MY	2400.30	86532	10	Shelter, Dock or Yard Type.
2MY	2400.40	86532	10	Shelter, Security Guard.
1NY	3700.36	86531	10	Shooting Range Equipment.
1EY	7000.30	86431	10	Showcase/Display Case.
1RE	8010.48	86531	10	Shower/Wash, Medical or Safety.
1HY	3250.16	86531	10	Shredder.
1HY	3250.20	86531	10	Shredder and Pulper.
1HY	3250.24	86531	10	Shredder Sound Enclosure.
1HY	3400.20	86531	10	Sign Shop, Miscellaneous Equipment.
2MY	2220.60	86532	10	Sign, Indoor/ Outdoor.
1HY	3250.28	86531	10	Signer, Check or Other.
1MD	8110.50	86531	10	Sink, Film Processing.
2DD	9500.10	86232	10	Small Bar Code Sorter (SBCS).
1DF	9300.50	86231	10	Small Parcel/Roll Sorter System.
2KD	2060.00	86532	05	Snow Blower.

BIC	Property Code No.	Commitment Account	Service Life	PCN Description
2KD	2060.90	86532	10	Snow/Ice Removal/ Control Misc Eqpt.
2LY	2120.50	86532	10	Soldering/ Desoldering Equipment.
3KA	7300.20	86433	10	Sorter/Changer, Coin.
3KA	7300.30	86433	10	Sorter/Counter, Coin.
3KA	7300.40	86433	10	Sorter, Coin.
1MC	8210.30	86531	10	Speaker System.
2LY	2160.10	86532	10	Sprayer, Paint.
2KD	2060.10	86532	10	Spreader, Ice & Snow Control.
3KB	7210.30	86433	10	SSPC, Self Service Postal Center.
2DH	4020.40	86232	10	Stacker Unit.
3KJ	7210.20	86433	10	Stamp Vending Machine.
2PD	6020.40	86532	10	Stand, Vehicle Maintenance.
1HY	3500.44	86531	10	Stapler.
2PY	6090.30	86532	10	Starter, Vehicle.
1RE	8010.52	86531	10	Sterilizer.
1HY	3500.46	86531	10	Stitching Machine, Book.
2FF	4220.00	86232	10	Strapping Machine, Non-Metallic.
2LY	2120.60	86532	10	Strapping Machine, Steel.
2FF	4220.10	86532	10	Strapping System.
2LY	2160.20	86532	05	Stripe Painting Equipment.
1NY	3700.44	86531	10	Surveillance, Miscellaneous Eqpt.
1HY	3300.20	86531	10	Surveying Equipment.
2KE	2030.30	86532	10	Sweeper Accessory/ Attachment.
2KE	2030.00	86532	10	Sweeper, Lawn.
2KE	2030.10	86532	10	Sweeper, Manual.
2KE	2030.20	86532	10	Sweeper, Powered.
3TA	3900.70	86533	05	Switching Unit.
1KG	3000.70	86531	10	Table.
1RE	8010.60	86531	10	Table/Couch, Medical Exam/ Treatment.
2PE	6030.20	86532	10	Tank, Gas.
2KC	2010.30	86532	10	Tank, Mopping.
2PE	6030.30	86532	10	Tank, Oil.
3TB	3910.20	86533	04	Telecommunicatons Unit.
1SA	3600.10	86531	10	Telephone System.
1SA	3600.90	86531	10	Telephone System, Misc Equipment.
1MH	8300.30	86531	05	Television.
3TB	3930.00	86533	03	Terminal, Badge Reader.
3TB	3930.10	86633	03	Terminal, CRT/ VDT.
3TB	3930.30	86533	03	Terminal, Point of Sale.
3TB	3930.40	86533	03	Terminal, Scale Input.
3TB	3930.60	86533	03	Terminal, Telecopier.
3TB	3930.50	86533	03	Terminal, Teletype.
3TB	3930.20	86533	03	Terminal, Transaction.
2PC	6010.30	86532	10	Test Eq, Vehicle Electrical Systems.
2PC	6010.50	86532	10	Test Eq, Vehicle Exhaust.
2PC	6010.40	86532	10	Test Eq, Vehicle Tune-Up/ Diagnosis.
2LA	2100.22	86532	10	Testing/ Measuring Eq, Oscillioscope.
2LA	2100.32	86532	10	Testing/ Measuring Eq, Standard Sets.
2LA	2100.06	86532	10	Testing/ Measuring Eqpt, Air.
2LA	2100.08	86532	10	Testing/ Measuring Eqpt, Chemical.
2LA	2100.10	86532	10	Testing/ Measuring Eqpt, Distance.
2LA	2100.12	86532	10	Testing/ Measuring Eqpt, Electrical.
2LA	2100.14	86532	10	Testing/ Measuring Eqpt, Fuel.
2LA	2100.16	86532	10	Testing/ Measuring Eqpt, Laboratory.
2LA	2100.18	86532	10	Testing/ Measuring Eqpt, Light.
2LA	2100.20	86532	10	Testing/ Measuring Eqpt, Optical.
2LA	2100.24	86532	10	Testing/ Measuring Eqpt, Physical.
2LA	2100.26	86532	10	Testing/ Measuring Eqpt, Sound.
2LA	2100.28	86532	10	Testing/ Measuring Eqpt, Speed.
2LA	2100.30	86532	10	Testing/ Measuring Eqpt, Temperature.
2LA	2100.34	86532	10	Testing/ Measuring Eq, Water/ Moisture.
1HY	3250.32	86531	10	Tickometer.
2PG	6040.00	86532	10	Tire Maintenance Equipment.
2MY	2400.50	86532	10	Toilet, Portable.
1QA	8500.40	86531	10	Tooling Machine, Electric Discharge.

BIC	Property Code No.	Commitment Account	Service Life	PCN Description
2KJ	2050.11	86532	05	Tractor & Mower Accessories.
3DJ	4230.00	86233	05	Tractor, Attachments & Accessories.
3DJ	4230.10	86223	10	Tractor, Industrial & Farm Type.
2KJ	2050.10	86532	05	Tractor, Lawn & Yard Type.
3DJ	4230.20	86233	05	Tractor, Tow/ Tug/ Warehouse.
3DJ	4230.30	86233	10	Tractor, W/Auto Guidance System.
2MY	2400.10	86532	10	Trailer, Utility/ Storage Building.
IRC	8030.02	86531	10	Trainer, Basic Electricity.
IRC	8030.04	86531	10	Trainer, Basic Hydraulic/ Pneumatics.
IRC	8030.08	86531	10	Trainer, Computer Electronics.
IRC	8030.12	86531	10	Trainer, Driver Training System.
IRC	8030.16	86531	10	Trainer, Electrical Systems.
IRC	8030.20	86531	10	Trainer, Elevator Maintenance.
IRC	8030.24	86531	10	Trainer, Keyboard.
IRC	8030.28	86531	10	Trainer, Keyboard Parcel Sack.
IRC	8030.32	86531	10	Trainer, LSM Training Console.
IRC	8030.36	86531	10	Trainer, Misc HVAC & Bldg System.
IRC	8030.40	86531	10	Trainer, Misc Vehicle System.
IRC	8030.44	86531	10	Trainer, Miscellaneous.
IRC	8030.48	86531	10	Trainer, Parcel or Sack Sorter.
IRC	8030.52	86531	10	Training System, Audio Visual.
IRC	8030.56	86531	10	Training, Visual Aid.
2MC	2210.30	86532	10	Transformer, Portable.
1NY	3700.40	86531	10	Transmitter, Surveillance.
1DF	9000.80	86231	10	Tray Transport System.
3DJ	4230.40	86233	10	Truck, Fork Lift.
2PD	6020.50	86532	10	Truck, Fork Lift/ Tow, Vehicle Maint.
3DJ	4230.50	86233	10	Truck, Hand Lift/ Pallet.
3DJ	4230.60	86233	10	Truck, Lift Specialized System.
1EY	7000.40	86431	10	Turnstile.
2FF	4220.20	86232	10	Tying Machine.
1HK	3220.00	86531	10	Typewriter, Electric.
1HK	3220.10	86531	10	Typewriter, W/ Extended Capabilities.
2KY	2040.10	86532	10	Upholstery Cleaning Machine.
2KF	2020.00	86532	05	Vacuum Cleaner.
1NE	7310.30	86531	10	Vault Door/ Entrance.
2DH	4020.50	86232	05	Vibrator Hopper Assembly.
1MH	8300.50	86531	10	Video Special Effects Equipment.
1MF	8300.40	86531	10	Video, Player/ Recorder.
1ME	8200.80	86531	10	Viewer, Slide/ Strip/Movie.
2LY	2120.70	86532	10	Vise.
1RE	8010.64	86531	10	Vision Testing/ Measuring Device.
1MY	8230.30	86531	10	Visual Presentation Equipment.
2PY	6090.90	86532	10	VMF Maintenance Eq, Miscellaneous.
2KY	2040.20	86532	05	Washer, Clothes.
2PH	6050.10	86532	10	Washer, Vehicle.
2KY	2040.30	86532	10	Washing/ Cleaning Machine.
2KB	2010.40	86532	10	Waxer, Floor.
2LY	2120.80	86532	10	Welding Equipment.
3DF	2300.20	86233	10	Wheel Raiser.
2PJ	6060.00	86532	10	Wheel/ Suspension Maintenance Eqpt.
3TW	3960.00	86533	03	Word Processing System.
3TW	3960.40	86533	03	Word Processing Console.
3TW	3960.30	86533	03	Word Processing Controller.
3TW	3960.70	86533	03	Word Processing Feeder.
3TW	3960.60	86533	03	Word Processing Keyboard.
3TW	3960.20	86533	03	Word Processing Memory Unit.
3TW	3960.50	86533	03	Word Processing, Printer.
3TW	3960.10	86533	03	Word Processing, Terminal.
1NY	3700.48	86531	10	X-Ray Equipment, Miscellaneous.
1RE	8010.68	86531	10	X-Ray Equipment, Medical Unit.

—Dept. of the Controller, 9–25–86.

DMM Revision

NEW BULK THIRD-CLASS SACKING REQUIREMENTS

Background and Summary of Change

The new bulk third-class minimum sacking requirements became mandatory for all bulk third-class mailers on August 24, 1986. According to these requirements, mailers are unable to qualify packages of carrier route presorted mail (10 or more pieces to each carrier route) in a 3-digit carrier routes sack when there are less than 125 pieces or 15 pounds of mail for the 3-digit ZIP Code destination. In addition, it is possible that this mail would not be allowed to be included in the mailing as residual mail when pieces exceed 5 percent of the total qualifying pieces for a 5-digit ZIP Code area. Under these circumstances, there would be only two alternatives for mailers. They could include these pieces as part of a separate 5-digit or basic level rate mailing, when there are at least 200 pieces or 50 pounds of mail, or they could mail the pieces at the single piece rate when there are less than 200 pieces or 50 pounds.

Therefore, effective October 1, 1986, the DOMESTIC MAIL MANUAL (DMM) is revised to allow mailers to prepare 3-digit carrier routes sacks containing less than 125 pieces or 15 pounds of qualifying carrier route presorted mail and to qualify this mail at the carrier route presort level rate.

The DMM is revised as follows:

Chapter 6—Third-Class Mail

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622.1 Eligibility

.11 Carrier Route Presort Level

a. Minimum Quantity. Each mailing must consist of at least 200 pieces or 50 pounds of mail presorted to carrier routes in accordance with 667.3. Each piece must be part of a group of 10 or more pieces packaged to the same carrier route, rural route, highway contract route, post office box section, or general delivery unit. Packages must be placed in either a carrier route, 5-digit carrier routes, or 3-digit carrier routes sack. Carrier route, 5-digit carrier routes and 3-digit carrier routes sacks must contain a minimum of 125 pieces or 15 pounds of qualifying carrier route mail to be eligible for the carrier route presort level rate with the following exceptions.

Exceptions:

1. Saturation mailers of carrier route presorted mail may, at their option, prepare 5-digit carrier routes sacks containing fewer than 125 pieces and less than 15 pounds of mail for those 5-digit ZIP Code areas that do not have a sufficient number of residential deliveries to meet the 125 piece minimum at a 90 percent saturation level. A saturation mailing is defined as a mailing sent to at least 90 percent of the total residential addresses within a 5-digit ZIP Code area.

2. The last sack to a 3-digit ZIP Code destination may contain fewer than 125 pieces or less than 15 pounds of qualifying mail. If such a sack is prepared, any residual mail to the 3-digit area must be placed in that sack.

b. Residual. Those pieces not part of a group of 10 or more pieces packaged to a particular carrier route are residual pieces. Residual pieces may be included in a carrier route presort rate mailing and may bear the Carrier Route Presort endorsement subject to the following conditions:

1. Residual pieces do not count towards the minimum quantity requirements for the carrier route presort level rate.

2. The number of residual pieces to any single 5-digit ZIP Code area may not exceed 5 percent of the total qualifying presorted carrier route pieces addressed to that 5-digit ZIP Code area.

3. Residual pieces are not eligible for the carrier route presort level rate and must have postage paid at the appropriate third-class "basic" level bulk rate.

4. Residual pieces must be prepared in accordance with 667.3.

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667.3 Preparation Requirements for Carrier Route Presort Level Rate

.31 Packaging

* * * * *

.312 Residual Packages. All residual packages MUST be labeled with a Red label "D" to facilitate postal verification and handling and MUST be placed in 3-digit carrier routes sacks. Residual packages MUST be prepared in one of the following ways:

a. When there are fewer than 10 residual pieces to a single carrier route, they may be secured in packages in accordance with 667.311. In addition to the Red label "D", residual carrier route packages may also be labeled to the carrier route in accordance with 667.311a or b.

b. Residual pieces for an individual carrier route not packaged to a carrier route as provided in 667.312a, MUST be made up into 5-digit packages and labeled with a Red label "D".

.32 Sacking

* * * * *

.324 Three-Digit Carrier Routes Sacks. After all carrier route and required 5-digit carrier routes sacks have been prepared, all remaining qualifying carrier route packages must be placed in 3-

digit carrier routes sacks labeled to the 3-digit ZIP Code destination. Three-digit carrier routes sacks may contain qualifying carrier route presorted mail and residual mail. The last sack to a 3-digit ZIP Code destination may contain fewer than 125 pieces and less than 15 pounds of qualifying carrier route packages. If such a sack is prepared, any residual mail to the 3-digit area must be placed in that sack.

Note.—All packages of residual pieces must be placed in 3-digit Carrier Routes sacks labeled to the 3-digit ZIP Code destination.

Each 3-digit Carrier Routes sack must be labeled in the following manner:

Line 1: City, two-letter State abbreviation and 3-Digit ZIP Code Prefix.

Line 2: Contents followed by the words MIXED CARRIER ROUTES or the authorized abbreviation.

Line 3: Office of Mailing.

These changes will be incorporated into a future revision of the DMM.

—Rates & Classification Dept., 9–25–86.

LETTERS OF DEMAND COLLECTION AND APPEAL PROCEDURES

Effective immediately, when a determination is made that an employee is indebted to the Postal Service, the collection and appeal procedures detailed in subchapters 450 (nonbargaining unit employees) and 460 (bargaining unit employees) of the EMPLOYEE AND LABOR RELATIONS MANUAL must be followed. [See POSTAL BULLETIN 21568, 5–29–86, pages 3–26.] In addition to other requirements, those regulations specify that a letter of demand served on an employee must include notice of any right he or she may have to appeal the Postal Service's determination of the debt or its proposed method of repayment. To bring the Handbook F–1, *Financial Handbook for Post Offices,* in line with the new collection and appeal procedures, parts 174, 563, and 564 are amended as follows:

174 Demands for Payment for Losses or Deficiencies

All employees must receive written notice of any money demand for any reason. The letter of demand, which must be signed by the Postmaster or his or her designee, must notify the employee of the Postal Service's determination of the existence, nature, and amount of the debt. In addition, it must specify the options available to the employee to repay the debt or to appeal the Postal Service's determination of the debt or its proposed method of repayment. Regulations detailing the rights of nonbargaining unit employees and applicable collection and appeal requirements are set forth at part 450 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM).

Requirements governing the collection of debts from bargaining unit employees are specified in part 460 of the ELM and the applicable collective bargaining agreement.

563 Collection Procedures for Monies Demanded

563.1 Bargaining Unit Employees

.11 When, in accordance with the conditions and standards set forth in Article 28 of the employee's respective collective bargaining agreement and part 460, ELM, it is determined that a bargaining unit employee is financially liable to the Postal Service, any demand for payment must be in writing and signed by the Postmaster or his or her designee. In addition to notifying the employee of the Postal Service's determination of the existence, nature, and amount of the debt, and requesting payment, the demand letter must contain the following statement regarding the employee's right to challenge the Postal Service's claim: "Bargaining employees' appeal procedures are contained in Article 15 of the applicable collective bargaining agreement."

.12 If an employee grieves a money demand of more than $200.00, collection will be delayed, until after disposition of the grievance either by settlement with the Union or through the grievance-arbitration procedure. Money demands of not more than $200.00 are due when presented regardless of whether an employee files a grievance.

563.2 Nonbargaining Unit Employees

When it is determined that a nonbargaining unit employee is indebted to the Postal Service, the collection and appeal procedures specified in part 450, ELM must be followed.

563.3 Percentage Limitation

Payroll deductions to liquidate a postal debt may not exceed 15 percent of an employee's *disposable pay* for any one pay period unless the employee agrees in writing to a greater amount. The term *disposable pay* refers to that part of an employee's salary which remains after all required deductions—normal retirement contributions, FICA and Medicare insurance taxes, Federal income tax, State and local income taxes, and employee-paid Federal health insurance premiums—are made.

564 Payroll Deduction Procedures

564.1 Voluntary

.11 Generally, voluntary payroll deductions must be in amounts of 15 percent or more of an employee's biweekly *disposable pay.* If an employee requests approval of a repayment plan providing for smaller installment payments, however, the Postmaster/Installation Head may approve the plan if the employee's proposed repayment schedule bears a reasonable relationship to the size of the debt and the employee's ability to pay. Generally, an employee's voluntary repayment plan should provide for installment payments of no less than 10 percent of *disposable pay* per pay period and for a repayment period of 26 pay periods or less.

.12 In order to implement voluntary payroll deductions, Form 3239, *Payroll Deduction to Liquidate Indebtedness Authorization,* must be completed in triplicate. Part one must be attached to a Form 1902, *Justification for Billing Accounts Receivable,* and sent to the General Accounting Section of the servicing Postal Data Center (PDC). Part two must be submitted to the appropriate Personnel Office, and part three must be sent to the employee.

564.2 Involuntary Payroll Deductions

.21 Involuntary payroll deductions to liquidate a postal debt may not exceed 15 percent of an employee's *disposable pay* during any one pay period.

.22 In order to implement involuntary payroll deductions, Form 3239 must be completed and distributed as described in Section 563.12.

.23 A copy of the letter of demand should accompany all involuntary payroll deduction actions.

A future revision of Handbook F–1 will contain these changes.—*Dept. of the Controller, 9–25–86.*

Registered Envelope Containers

Many registered envelope containers (EP–399) are being received at destination offices in an open condition. Most of these open containers contain boxes or bulky items.

Registered envelope containers are not designed to accommodate boxes or bulky items. Moreover, use of registry envelope containers is restricted to letter mail of minimum value only.

Dispatch registers of high value and bulky items in other types of equipment (see section 391, Handbook DM–901).

—*Rates & Classification Dept., 9–25–86.*

Stamps and Stationery Items Removed From Sale

The following stamps and stationery items will be withdrawn from sale at the Philatelic Sales Division on October 31, 1986:

Item No.	Commemorative Stamps
473	20-cent Dogs
488	22-cent Duck Decoys
490	22-cent Winter Special Olympics
498	22-cent Abigail Adams
482	22-cent F. A. Bartholdi
493	22-cent Korean War Veterans
494	22-cent Social Security Act
	Regular Issue Stamps
006	1-cent Dorothea Dix
008	4-cent Carl Schurz
	Souvenir Cards
500	$1.00 International Philatelic Memento 1986
505	$2.00 Italia 1985

Any commemorative stamps remaining on hand after October 31, 1986, must immediately be withdrawn from all philatelic outlets and placed on general sale until November 30, 1986. After that date, any remaining stock must be handled in accordance with Handbook F–1, *Financial Handbook for Post Offices,* Section 553.

Post offices may continue to sell the 1-cent Dorothea Dix and the 4-cent Carl Schurz stamps at their regular windows until the stock is exhausted.

The Souvenir cards must immediately be withdrawn from all philatelic outlets and returned to the main stock to be handled in accordance with Handbook F–1, Section 553.

The Inspection Service will give attention to this area during audit review.

—*Marketing Dept., 9–25–86.*

DMM Revision

APO/FPO Mailing Restrictions

Please make the necessary changes to DOMESTIC MAIL MANUAL (DMM) Exhibit 125.2, *Conditions Applied to Mail Addressed to Military Post Offices overseas:*

APO 96293, San Francisco, CA (Yokota AB, Japan)
Active with mailing restrictions B–M–W.
Parent post office for this MAO will be APO 96328, San Francisco, CA (Yokota AB, Japan)
Mailing Address Only (MAO). Effective October 1, 1986.

APO 09027, New York, NY (Woensdrecht, The Netherlands)
Active with mailing restrictions B–C–F1.
Effective October 15, 1986.

All acceptance units must be notified of these changes, which will be included in a future issue of the DMM.—*Mail Processing Dept., 9–25–86.*

Fueling City Delivery Vehicles

Because of the proliferation of commercial self service stations, installation of bulk fuel tanks at non vehicle maintenance facilities, and automated fueling islands, it will be necessary under certain conditions for delivery personnel to fuel vehicles.

Effective immediately, Section 841.3 of Handbook M–41, *City Delivery Carrier's Duties and Responsibilities,* is amended to read:

> Have fuel, oil, and water replenished by garage or station attendant as scheduled. However, you may be required to fuel vehicles at postal facilities having bulk fuel tanks (and no vehicle maintenance personnel on site), or at commercial self service stations and islands.
>
> *In addition, delivery personnel will be required to fuel vehicles at all postal facilities where automated fueling systems are installed and appropriate identification cards or operator's badges have been issued.*

Although delivery personnel may be required to fuel vehicles in some instances, full time regular carriers and special delivery messengers are not required to check or replenish oil or water in a vehicle. Local management must establish a program which will ensure that oil and water are checked at least once a week and replenished as needed.—*Delivery Services Dept., 9–25–86.*

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21585** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010051	139007	303592	335571	452056	607597	761234	832107	927304
018115	139008	303601	335590	452057	607599	761316	836100	927331
018193	139014	303659	336010	452302	607637	770084	844008	927373
019033	139015	303688	336011	454150	620012	770123	850049	927403
021064	139016	314543	336018	461006	620013	770272	850414	931937
021330	146027	317120	336026	462061	620019	770283	850441	937038
021388	165038	325124	336042	462177	620020	770501	856010	937201
021455	191321	327060	336092	462191	631185	770512	856014	945218
021462	191405	327081	336108	462208	631337	770526	901091	948032
060033	191460	328101	336111	468041	631349	770592	901467	949030
065080	191506	328117	336158	468072	641263	770657	901518	950141
066080	200417	328130	336168	468077	658136	770770	901569	954090
070548	207023	328148	336284	480335	664100	773031	901588	958133
070550	207074	328159	336285	486031	666101	773033	901614	958144
070574	207081	328166	336304	486034	674100	773034	901634	968178
071567	207083	329073	336308	489034	701502	773035	902400	968209
073032	207089	331146	336365	503167	701558	773060	907221	968215
079376	208053	331183	336413	524064	705006	777101	910201	968220
100749	208063	331303	336852	524066	705008	780030	910213	968221
101015	209005	331487	337027	544200	711084	780031	913365	968226
101118	212233	331582	337060	551195	711276	780033	913424	968227
101283	212238	331621	337096	554540	711315	780049	913454	968229
101454	212244	331626	338106	577032	712144	780051	917022	972290
101969	212272	331633	338107	591190	713040	780055	917135	973111
104023	220109	334110	339002	597500	729034	782226	917531	981422
105031	221080	334216	339012	600029	731301	782229	917567	981482
105032	232100	335043	358150	600032	731348	782298	922059	981503
105033	232117	335055	372196	600073	741383	782335	926647	984061
105034	235078	335078	372231	600213	741399	782342	926660	984071
105062	280039	335086	372256	600380	741401	785090	926664	988018
109121	281046	335111	372257	600501	741485	787273	926758	992032
109124	282181	335167	386012	600613	750029	787309	926765	992171
110028	282208	335174	402105	601054	750668	787327	926827	997078
111073	282221	335197	402155	601239	752522	794088	926866	997107
113059	282242	335198	402278	601247	752523	794130	926872	
114092	283134	335214	402281	601604	752572	794195	926874	
115835	294138	335252	405060	602011	752589	801017	926877	
117126	294159	335253	405063	602025	752607	801028	926903	
117235	295059	335274	405066	605417	752611	802032	926911	
117253	297009	335315	405067	607099	752620	802512	926921	
117368	303443	335361	405076	607115	757122	802516	927143	
132115	303583	335553	441466	607571	760337	809033	927289	

—Marketing Dept., 9–25–86.

Process Express Mail pouches daily—
Return all surplus to nearest concentration point

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
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FIRST-CLASS MAIL
POSTAGE & FEES PAID
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PERMIT NO. G-10

FIRST-CLASS

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City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
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21587

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U. S. GOVT. PUBLICATIONS
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Fire Prevention Week—1986

Fire causes more loss of life and property in the United States than all natural catastrophes combined. Fire is considered the second most frequent cause of accidental death in the home, surpassed only by accidents involving slips, trips and falls.

For calendar year 1985, the National Fire Protection Association reported that over 7,000 civilians died as a result of fires, a needless loss of life. Fortunately, there were no lives lost due to a building fire in the Postal Service.

Everyone would agree that fire safety is important for more than one week out of 52, but the purpose of Fire Prevention Week is to warn everyone of the dangers of fire and to encourage caution and prudence.

We observe Fire Prevention Week this year during October 5–11 because of the tragic Chicago Fire which destroyed a major part of that city in October of 1871, killing 250 persons and leaving more than 100,000 homeless. During this week, I am asking all supervisors and managers to take this opportunity to familiarize themselves with fire prevention and fire safety activities in the workplace and to instruct their employees accordingly.

Most fires are preventable. Every effort must be taken to ensure that fires do not occur in the Postal Service. Learn what you can do to help make your workplace and home free of fire hazards. Don't let the tragic effects of fire destroy your home or workplace. Together, we can prevent the losses fires can cause.

Preston R. Tisch

PRESTON R. TISCH,
Postmaster General.

$1.10 Flag Stamp Vending Booklets

An announcement in POSTAL BULLETIN 21565, 7-8-86, restricted the requisitioning of $1.10 Flag Stamp Vending Booklets to post offices having vending machines capable of vending only the $1.10 booklets. An Item 13, *Routing Slip,* with certain information was to accompany Forms 3356, *Stamp Requisition—Bulk Quantities,* sent to the Bureau of Engraving and Printing by those offices when ordering the booklets.

Effective immediately, all postmasters *requiring* $1.10 booklets because they have not yet received change-making machines to complement new vending machines may order the booklets from the Bureau of Engraving and Printing during their next scheduled requisition cycle. No Item 13 or other explanation need be submitted with the requisition.

Postmasters whose offices are equipped with vending machines and changers, making it possible to vend $2.20 or $4.40 booklets, should not order $1.10 booklets except to meet genuine customer demand.—*Marketing Dept., 10-2-86.*

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P1.3:

Handbook F-10 Revision

Approval of Relocation Real Estate Expenses

Because of the field realignment, Section 773.21 of Handbook F-10, *Travel,* has been changed to read as follows:

773.2 How your claim will be reviewed and approved.

.21 Submit Form 4877, *Reimbursement of Real Estate Expenses—Change of Official Station,* with supporting documents to request reimbursement for sales or purchase expenses, for review, adjudication, and signature approval as follows:

a. Transfers to and from Headquarters: to the General Manager, General Accounting Division, Department of the Controller, Headquarters. (This authority may be delegated only to the *Acting* General Manager, General Accounting Division, Department of the Controller, Headquarters);

b. Transfers to and from Field Divisions: to the appropriate Field Division Controller. (This authority may be delegated only to an *Acting* Field Division Controller);

c. Transfers to and from regional offices: to the General Manager, Accounting Systems Compliance;

d. Headquarters-related field office transfers: to nearest associated city Field Division Controller; and

e. Inspection Service transfers: to Regional Chief Inspector or Inspectors in Charge, as appropriate.

—Dept. of the Controller, 10-2-86.

Lock Container Pouch Shortage

Due to the increased demand for arrow locks by post offices nationwide, the Mail Equipment Shops is experiencing a critical shortage of lock container pouches. Return all ***lock container pouches*** to your local Mail Transport Equipment Centers. DO NOT USE LOCK POUCHES FOR STORING EQUIPMENT.

—Mail Processing Dept., 10-2-86.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 175

Keep all foreign order notices for use as reference.

Final Orders. The tentative *Lottery Orders* issued against the following have become final:

CANADA

Kenaston International
P.O. Box 48820
595 Burrard Street
and
Victoria Radley
P.O. Box 48820
595 Burrard Street
Vancouver, B.C.
V7B 1W9

Kenaston International
P.O. Box 23800
Vancouver AMF
and
Henry Forrest
P.O. Box 23800
Vancouver AMF
Vancouver, B.C.
V7X 1A6

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10199-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 10-2-86.*

BUY U.S. SAVINGS BONDS

Make annual examinations of all locks and keys to assure that individual clerks' keys will not open locked drawers, safe compartments, or stamp cabinets of other employees.

IMM Revision

INTERNATIONAL PRIORITY AIRMAIL SERVICE

International Priority Airmail service was implemented on an interim basis in 30 cities on May 18, 1986. The final regulations, listed below, become effective October 3, 1986, and revise and replace those shown in PB 21566 (5–15–86) and PB 21567 (5–22–86). The regulations published in the *Federal Register* of September 3, 1986 (51 FR 31325) and the regulations stated below are ***not*** identical. Certain editorial and format changes have been made for purposes of clarity and to conform with other regulatory language in the INTERNATIONAL MAIL MANUAL (IMM). Effective October 3, 1986, the IMM is revised to add a new subchapter 280 as follows:

280 International Priority Airmail Service

281 Description

281.1 General

International Priority Airmail service is faster than regular international airmail service. It is available to bulk mailers of all LC and AO items that are sorted by the sender to the individual destination countries.

281.2 Qualifying Mail and Minimum Quantity Requirements

Any item falling into the LC or AO classifications, as defined in 141.2, which is prepared in compliance with the applicable mailing conditions set forth in this chapter, may be sent in this service. To qualify for the service, the sender must have a minimum volume of 200 items or 10 pounds of mail in one or both of these classifications. The minimum volume or weight criteria apply to the entire mailing and not to each country of destination. Pieces do not have to be of the same size and weight to qualify.

281.3 Dutiable Items

Dutiable items may be sent in LC letter packages or AO small packets if entered in accordance with the applicable rules set forth in this chapter for those classes of mail. Items entered under the parcel post (CP) classification, either ordinary or insured, may *not* be entered as International Priority Airmail.

281.4 Origin and Destination Locations

The service is available to all bulk mailers through designated gateway areas to all foreign countries, except Canada. Collection service is available in specified geographic locations. A listing of these areas is available from the Postal Service.

281.5 Special Services Not Available

The special services provided for in Chapter 3 are not available for items sent in this service.

282 Postage

282.1 Rate

The postage rate for this service is $6.80 per pound (or any fraction of a pound). The tare weight (weight of the sack(s)) is not to be included in determining the weight of the mailing for postage calculation purposes.

282.2 Payment of Postage

Postage must be paid by postage stamps, by postage meter, by permit imprint, or through penalty mail billing procedures. When stamps or a meter are used, the postage must be affixed directly to the statement of mailing, PS Form 3652.

.21 Permit Imprint

Each item sent in this service must bear an indication that United States postage has been paid. Senders who are authorized use of one of the permit imprints specified in Exhibit 152.3 may use that permit imprint for items sent in this service.

.22 Other Postage Payment Methods

a. Senders who pay postage by stamps or meter will be assigned a sequential customer identification number for International Priority Airmail purposes only. No fee is to be charged in conjunction with the issuance of this customer identification number. A separate number will be assigned at each post office where a customer enters mail.

b. When payment is by stamps or meter, the postage is to be affixed to Copy 1 of the mailing statement, PS Form 3652. The individual pieces must be endorsed "U.S. INTERNATIONAL AIRMAIL POSTAGE PAID."

c. The required postage payment endorsement may be applied either by utilizing one of the authorized methods specified in DMM 145.3, or by utilizing an appropriate meter "ad plate" in combination with a meter impression showing a "zero" postage amount. The imprint may not be typewritten or handwritten.

283 Weight and Size Limits

The weight and size limits for LC items sent in this service are set forth in 223 and 233. The weight and size limits for AO items sent in this service are set forth in 243, 253, and 263.

284 Preparation Requirements

284.1 Addressing

See 122.

284.2 Marking

.21 Airmail

The sender must mark PAR AVION or affix Label 19, *Airmail* PAR AVION, on the address side of each piece. The red, white and blue airmail border envelope is optional and may also be used for items sent in this service in addition to the required Airmail endorsement.

.22 Printed Matter

a. Each item containing printed matter and weighing more than four pounds must be marked with the words "PRINTED MATTER," "PRINTED MATTER—BOOKS," "PRINTED MATTER—CATALOGS," and "PRINTED MATTER—SECOND CLASS," as appropriate (see 244.2). If second-class publications are paid for by means of an advance deposit account, the imprint authorized under 244.21d may be used in lieu of the "PRINTED MATTER—SECOND CLASS" endorsement.

b. An item containing printed matter and weighing four pounds or less is not required to be marked with one of the endorsements referred to in 284.24a, but may be marked with such an endorsement at the discretion of the sender.

284.3 Sealing

Any item sent in this service may be sealed at the option of the sender.

284.4 Makeup Requirements for International Priority Airmail

.41 Sortation Requirements

.411 Country

When there are six or more items for the same country (except Great Britain, Federal Republic of Germany and Mexico, see 284.412), they must be made up into a country package of six or more items. Each package must be labeled and faced in accordance with 284.414 and .415.

.412 Federal Republic of Germany, Great Britain, and Mexico

Items for these three countries must be made up into packages of six or more items in accordance with sortation instructions from the acceptance post office.

.413 Residue

Items remaining after packages have been made up as stated above must be made into mixed-country packages. A mixed-country package label, completed in accordance with 284.415 below, must be placed on the top item of each package.

.42 Facing of Pieces Within Package

All items in a package must be faced the same way with an address visible on the top copy, and facing up on each item.

.43 Package Labels

.431 A package label (facing slip) must be placed on the address side of the top item of each package. Pressure sensitive labels and the optional endorsement line used for domestic presort mailings *must not* be used. For packages containing six or more items for each separation, the package label (facing slip) should be completed as follows:

Country Package Label
Line 1: Foreign Exchange Office
Line 2: Country of destination
Line 3: Mailer, Mailer Location
Example:

1150 VIENNA FLUG
AUSTRIA
RBA Company Washington DC

.432 For residue packages, the package label (facing slip) should be completed as follows:

Residue Package Label
Line 1: Appropriate U.S. Exchange Office
Line 2: Contents
Line 3: Mailer, Mailer Location
Example:

AMF Boston MA 021
Intl Priority Airmail-WKG
CPA Company Boston MA

284.5 Physical Characteristics and Requirements for Packages

.51 Thickness

Packages of letter-size pieces should be no thicker than approximately a handful of mail, 4 to 6 inches thick.

.52 Securing

Each package must be securely tied. Placing rubber bands around the length and girth is the preferred method of securing packages of letter-size mail. Plastic strapping placed around the length and girth is the preferred method of securing packages of flat-size mail.

.53 Type of Mail

Letter-size and flat-size mail must be packaged separately. LC and AO mail classes may be commingled in a letter-size or flat-size mail package.

284.6 Sacking Requirements

.61 Country (Except Great Britain, Federal Republic of Germany and Mexico, See 284.62)

When there are 10 pounds or more addressed to the same country, the packages must be sacked in blue international airmail pouches and labeled to that country using PS Tag 116.

.62 Great Britain, Federal Republic of Germany and Mexico

When there are 10 pounds or more addressed to one of the required separations for Great Britain, the Federal Republic of Germany, or Mexico, the packages must be sacked in blue international airmail pouches and labeled in accordance with the sortation requirements provided by the acceptance post office.

.63 Residue

When, after all country sacks are prepared (including those for Great Britain, the Federal Republic of Germany and Mexico), there are packages remaining for different country destinations, they must be placed in equipment as directed by the acceptance post office and labeled as follows:

Residue Sack Label
Line 1: Acceptance Post Office
Line 2: Contents
Line 3: Mailer, Mailer Location
Example:

DIS Philadelphia PA 191 Intl Priority Airmail ABC Store Philadelphia PA

.64 Physical Characteristics and Requirements for Sacks

The weight of the sack must not exceed 66 pounds.

Note.—The weight of tying, wrapping, and packaging materials is included in determining the weight of the mail enclosed in a sack. The blue international airmail pouch must be used for direct country sacks; residue (mixed-country) packages must be placed in whatever equipment is designated by the local acceptance office.

284.7 Customs Forms Requirements

.71 Letters, and Letter Packages. See 224.5
.72 Printed Matter. See 244.6
.73 Small Packets. See 264.5

DMM Revision

POSTAGE METERS

Effective immediately, Part 144 of the DOMESTIC MAIL MANUAL (DMM) is amended to:

(1) Prohibit the date of mailing for metered reply mail in the metered reply mail section.

(2) Specifically state that lost or stolen or unlicensed meters which are presented for examination or setting will be retained by the post office for return to the manufacturer.

(3) Add bulk mail acceptance units (BMAUs) to the list of units which are required to perform a quarterly verification of metered mail.

(4) Correct a reference.

The DMM is revised as follows:

144 Postage Meters and Meter Stamps

* * * * *

144.11 Use of Meter Stamps

* * * * *

.112e The date must not be shown on meter postmarks used to prepay reply postage.

* * * * *

144.3 Setting Meters

* * * * *

.313 Post offices must retain meters presented for setting or examination that have been reported as lost or stolen, or those that have not been authorized for use under a meter license and return them to the meter manufacturer for examination

* * * * *

144.342 Setting

* * * * *

.342i When a meter manufacturer's representative brings a meter to the post office for withdrawal, or reports a meter lost, stolen, recovered or found, he must provide a copy of an appropriate form. This must be forwarded to the post office where the meter files are kept. (See 144.37.)

144.6 Security

.61b All area mail-processing units, bulk mail acceptance units (BMAUs), and post offices which do initial distribution of originating mail must take a sampling of local metered or originating metered mail each quarter. This sampling must include letters and parcels, including parcels destined for distribution at bulk mail centers (BMCs) and also those bearing Postal Service meter stamps. This sampling is designed to detect:

(1) Use of unauthorized meters.
(2) Altered or counterfeit metered stamps.
(3) Improper metered mail procedures by mailers, especially the use of incorrect postmarks.
(4) Shortpaid mail.

The changes will be included in a future issue of the DMM.

—Rates & Classification Dept., 10-2-86.

IMM Revision

Swaziland—New Parcel Post Weight Limit

Effective immediately, the weight limit for air and surface parcel post to Swaziland is increased to 44 pounds. Previously, the weight limit was 22 pounds.

The applicable surface and air parcel post rates for the new 44 pound weight limit are shown below.

Air	Weight not over	Surface	Air	Weight not over	Surface
$ 7.05	lbs. 0 4 ozs.	$3.90	$107.70	lbs. 20 0 ozs.	$27.30
8.40	0 8	3.90	110.20	20 8	28.60
9.75	0 12	3.90	112.70	21 0	28.60
11.10	1 0	3.90	115.20	21 8	29.90
12.45	1 4	3.90	117.70	22 0	29.90
13.80	1 8	3.90	120.20	22 8	31.20
15.15	1 12	3.90	122.70	23 0	31.20
16.50	2 0	3.90	125.20	23 8	32.50
17.85	2 4	5.20	127.70	24 0	32.50
19.20	2 8	5.20	130.20	24 8	33.80
20.55	2 12	5.20	132.70	25 0	33.80
21.90	3 0	5.20	135.20	25 8	35.10
23.25	3 4	6.50	137.70	26 0	35.10
24.60	3 8	6.50	140.20	26 8	36.40
25.95	3 12	6.50	142.70	27 0	36.40
27.30	4 0	6.50	145.20	27 8	37.70
28.65	4 4	7.80	147.70	28 0	37.70
30.00	4 8	7.80	150.20	28 8	39.00
31.35	4 12	7.80	152.70	29 0	39.00
32.70	5 0	7.80	155.20	29 8	40.30
35.20	5 8	9.10	157.70	30 0	40.30
37.70	6 0	9.10	160.20	30 8	41.60
40.20	6 8	10.40	162.70	31 0	41.60
42.70	7 0	10.40	165.20	31 8	42.90
45.20	7 8	11.70	167.70	32 0	42.90
47.70	8 0	11.70	170.20	32 8	44.20
50.20	8 8	13.00	172.70	33 0	44.20
52.70	9 0	13.00	175.20	33 8	45.50
55.20	9 8	14.30	177.70	34 0	45.50
57.70	10 0	14.30	180.20	34 8	46.80
60.20	10 8	15.60	182.70	35 0	46.80
62.70	11 0	15.60	185.20	35 8	48.10
65.20	11 8	16.90	187.70	36 0	48.10
67.70	12 0	16.90	190.20	36 8	49.40
70.20	12 8	18.20	192.70	37 0	49.40
72.70	13 0	18.20	195.20	37 8	50.70
75.20	13 8	19.50	197.70	38 0	50.70
77.70	14 0	19.50	200.20	38 8	52.00
80.20	14 8	20.80	202.70	39 0	52.00
82.70	15 0	20.80	205.20	39 8	53.30
85.20	15 8	22.10	207.70	40 0	53.30
87.70	16 0	22.10	210.20	40 8	54.60
90.20	16 8	23.40	212.70	41 0	54.60
92.70	17 0	23.40	215.20	41 8	55.90
95.20	17 8	24.70	217.70	42 0	55.90
97.70	18 0	24.70	220.20	42 8	57.20
100.20	18 8	26.00	222.70	43 0	57.20
102.70	19 0	26.00	225.20	43 8	58.50
105.20	19 8	27.30	227.70	44 0	58.50

Weight limit: 44 pounds

Insert this new rate table in the country sheet for Swaziland. This change will be incorporated in a future revision to the IMM.

—Rates & Classification Dept., 10–2–86.

SAFETY IS NO ACCIDENT

Travel and Relocation Expenses of Transferred Employees

Section 106 of Public Law 99–234 adds a new section 5734 to Title 5, U.S. Code, entitled "Travel, Transportation, and Relocation Expenses of Employees Transferred from the Postal Service." It provides that postal employees transferred under section 1006 of Title 39, U.S.C., from the Postal Service to another federal agency for permanent duty may be authorized the same travel and relocation expenses and allowances authorized by Subchapter II of Chapter 57 of Title 5 for other transferred employees under that Subchapter.

This provision corrects an oversight in prior law which led the General Accounting Office to rule that Postal Service employees, despite having a statutory right to transfer to other agencies (39 U.S.C. 1006), were not entitled to the standard federal reimbursement for travel, transportation and relocation expenses when they transferred.

—Dept. of the Controller, 10–2–86.

ELM Revision

Employee Assistance Program (EAP)

EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 872.6 has been revised to reflect changes in EAP evaluation procedures resulting from the realignment. The ELM has been amended to read as follows:

870—Employee Assistance Program (EAP)

* * * * *

872.6 Evaluation

The EAP will be evaluated annually or more often, as needed. The purpose of these evaluations is to measure the efficiency and effectiveness of the progam and to ensure that it is operating within established policy. In order to achieve this, evaluations will be accomplished as follows:

a. Evaluation teams for Division reviews will be initiated by the Division Field Director, Human Resources, and will include a medical officer, a Division Manager of Safety and Health Services, an EAP Supervisor, each from an area other than the one being reviewed. The Service Center Medical Director will be available to assist, or participate.

b. Responsibility to initiate and evaluate small MSC/EAP units within the Division may be delegated to the Division EAP Supervisor.

Note: The acquisition and handling of Restricted Information must be in accordance with Section 874.

This revision will be incorporated in a future issue of the ELM.

—Employee Relations Dept., 10–2–86.

DMM Revision

MAILER'S PRECANCEL POSTMARK AND PERMIT IMPRINTS

Effective immediately, sections 143.331(3), 143.333, 145.41, 145.5a, 145.5b, 145.5c and 145.5d of the DOMESTIC MAIL MANUAL (DMM) are revised and 143.331(4) is added to allow mailers the option of printing the endorsement *Mailed from ZIP Code,* followed by the 5-digit ZIP Code, in lieu of printing the name of the city and state of mailing in the mailer's precanceled postmark and the permit imprint.

The DMM is revised as follows:

143 Precanceled Stamps

* * * * *

143.3 Mailer's Precancel Postmark

* * * * *

.33 Format

.331 Upon approval by the MSC Manager/ Postmaster, mailers may use a precancel postmark on adhesive postage stamps, postal cards and stamped envelopes. The pre-canceling imprint must include:

(1) The city, State, and 5-digit ZIP Code of the post office where the precancel permit is held and the mailings will be deposited.

(2) The date of mailing.

(3) The permit number, preceded by the words "Mailer's Postmark", and sufficient cancellation lines to fully deface the postage; or

(4) In lieu of printing the city, state and 5-digit ZIP Code of the post office where the precancel permit is held, the precanceling imprint may show the endorsement "Mailed from ZIP Code", followed by the 5-digit ZIP Code.

* * * * *

.333 Mailers are authorized to use either design shown under Format A for their precanceled postmark. *Format A:*

.334 Format B may be used by mailers who presently have the die. New dies should not be made for Format B.

* * * * *

145 Permit Imprints (Mail Without Affixed Postage)

* * * * *

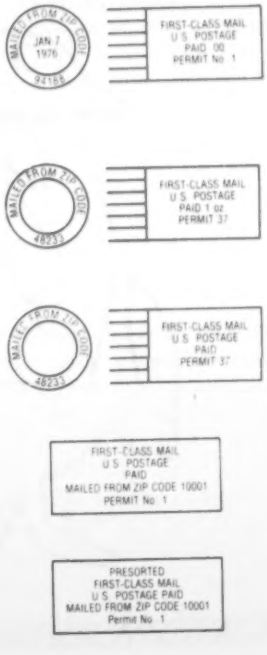
145.4 Content of Permit Imprints

.41 First Class Mail. Permit imprints must show city and State; *First-Class Mail; U.S. Postage Paid;* and permit number. They may show the mailing date, amount of postage paid or the number of ounces for which postage is paid. (See 145.5a.) The ZIP Code of the permit holder may be shown immediately following the name of the State or in a separate inscription reading *ZIP Code 00000* when it is possible to include the ZIP Code without creating uncertainty as to the permit holder's correct address or permit number. Instead of printing the city and state of mailing in the permit imprint, mailers may print the endorsement *Mailed from ZIP Code* followed by the 5-digit ZIP Code assigned to the postmaster at the office of mailing. *Note:* Only the postmaster's ZIP Code listed in Publication 65, *National Five-Digit ZIP Code and and Post Office Directory,* may be printed in the permit imprint. Add the following formats to the sections as noted.

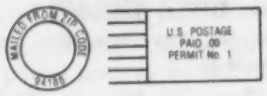
* * * * *

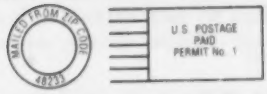
145.5 Format of Permit Imprints

a. First-Class Mail



b. Second-, Third-, and Fourth-Class Mail (Date and First Mail Omitted)





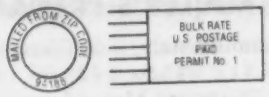
U.S. POSTAGE
PAID
MAILED FROM
ZIP CODE 10001
PERMIT No. 1

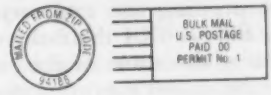
BOUND PRINTED MATTER BLK. RT
U.S. POSTAGE
PAID
MAILED FROM ZIP CODE 10001
PERMIT No. 1

FOURTH-CLASS BULK RATE
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT No. 1

PRESORTED
SPECIAL FOURTH-CLASS RATE
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT No. 1

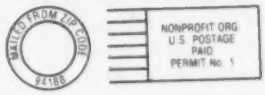
c. Bulk Third-Class Mail

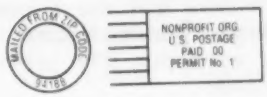




BULK RATE
U.S. POSTAGE
PAID 00
MAILED FROM ZIP CODE 60607
PERMIT No. 1

d. Special Rates for Authorized Organizations Only





These revisions will be included in a future issue of the DMM.

—Rates & Classification Dept., 10–2–86.

FUNCTIONALIZATION OF FINANCIAL PROCESSING

To improve service to customers and for increased efficiency and economy in supporting operations, Payroll, General Accounting, Accounts Payable, and Postmaster Accounts processing will be centralized in prime data centers. Each center will have functional expertise and can respond to customer problems and changes in a minimal amount of time.

Below is the schedule for the processing moves:

Function	Date	From	To
Accounts Payable.	Oct. 18, 1986.	Minn. PDC.....	San Mateo PDC
General Accounting.	Oct. 18, 1986.	Minn. PDC.....	New York PDC
		San Mateo PDC.	New York PDC
Payroll.....	Oct. 25, 1986.	San Mateo PDC.	Minn. PDC
Accounts Payable.	Nov. 22, 1986.	New York PDC.	San Mateo PDC
Postmaster Accounts.	Jan. 3, 1987.	Minn. PDC.....	New York PDC
		San Mateo PDC.	New York PDC
Payroll.....	Jan. 17, 1987.	New York PDC.	Minn. PDC

Pertinent instructions follow on the change of functions, with the exception of the Postmaster Accounts processes; those will be covered in a future POSTAL BULLETIN notice. Statements of Account reporting will remain unchanged until FY-87.

PAYROLL

The consolidation of all postal data center payroll processing functions currently performed and supported by the San Mateo Postal Data Center (PDC) will be transferred to the Minneapolis PDC Pay Period 23-86, October 25. It is essential, therefore, that all employees served by the San Mateo PDC and concerned with transmitting and/or receiving payroll related data in the form of timecards, reports, transactions affecting pay and other pertinent documents be aware and prepared to interact with the Minneapolis PDC.

Instructions regarding specific functions and related cutoff dates are outlined in the following paragraphs:

• Timecards

All timecards for Pay Period 22-86, ending October 24, 1986, must be submitted to the San Mateo Postal Data Center for processing Pay Period 22-86 salary payments.

All timecards for periods subsequent to Pay Period 22-86, beginning October 25, 1986, except for those from CTAPS offices, should be sent to:

Minneapolis Postal Data Center
Payroll—**Timecards**
Twin Cities AMF, MN 55111-9000

It is imperative that Red Label 17A with the above address be used for this purpose. If Label 17A is not available, boxes or envelopes containing timecards must be annotated **"Timecards—Rush."** Any questions relating to timecards should be directed to (612) 725-1438, using either PEN or commercial lines.

The current procedure requiring the concentration of timecards at the MSC or other designated sites for submission to the PDC is not changed.

• Distributed Data Entry/Distributed Reporting (DDE/DR)

All San Mateo DDE/DR users will need new Minneapolis logon IDs to access the Minneapolis PDC. Users will need to key in "MNDDE" instead of "SMDDE" from the VTAM screen to access Minneapolis DDE applications.

All DDE/DR sites formerly supported by the San Mateo PDC will have to use their old San Mateo logon IDs and access the San Mateo PDC when inputting the Rural Time and Attendance Processing System (RTAPS), City Time and Attendance Processing System (CTAPS) and Loan, Transfer and Training System (LTATS) from October 25 through 27. Pay Period 23-86 processing will begin at the Minneapolis PDC on November 3, 1986, for CTAPS, and on November 8, 1986 for RTAPS and LTATS.

These users should start accessing the Minneapolis PDC, via their new logon IDs for inputting the Adjustment Processing System (APS) and Online File Maintenance (OFM) on Thursday, October 30, 1986.

All problems and inquiries on the consolidation should be referred to Minneapolis Customer Support on PEN 725-4357 (PAL HELP), or on commercial lines (612) 726-9070.

• Personnel- and Payroll-Related Documents

Effective October 25, 1986 (Pay Period 23-86), all personnel- and payroll-related documents must be submitted to the Minneapolis PDC or to the respective DDE/DR sites, as appropriate. All payroll-related forms normally forwarded to the PDC should be mailed to:

Minneapolis Postal Data Center
Twin Cities AMF, MN 55111-9630
Attn: Payroll Processing Branch

Any questions relating to these forms should be directed to (612) 725-1438, using either PEN or commercial lines.

• All Retirement and Retirement Related Forms

As of October 25, 1986 (Pay Period 23–86), all offices previously serviced by the San Mateo PDC should begin sending retirement and separation related documents to:

Minneapolis Postal Data Center
Twin Cities AMF, MN 55111–9620
Attn: Retirement Branch

Envelopes should be annotated with the PS form number on the outside of the envelope, and should include only retirement and separation related forms. (Documents related to actions occurring in Pay Period 22 and prior should be mailed to the San Mateo PDC.) Any questions relating to retirement forms should be directed to (612) 725–1467, using either PEN or commercial lines.

• Loan, Transfer and Training Hours—PS Form 1236

Beginning with the Pay Period 23–86 processing, all non-DDE/DR sites served by the San Mateo PDC should begin sending PS Forms 1236 to:

Minneapolis Postal Data Center
Twin Cities AMF, MN 55111–9610
Attn: Payroll Control Branch

Envelopes should be annotated "PS Form 1236." Any questions relating to these forms should be directed to (612) 725–1447, using either PEN or commercial lines.

The current procedure requiring the concentration of Forms 1236 at the MSC or other designated sites for submission to the PDC is not changed.

ACCOUNTS PAYABLE ACTIVITIES

1. The following documents are to be submitted to the San Mateo PDC, using the appropriate ZIP + 4 number shown below, based on the Accounts Payable function move dates of October 18, 1986, for Minneapolis, PDC, and November 22, 1986, for New York PDC:

	ZIP + 4
Branch Manager (for supervisory activities related to documents shown below)	94497–9130
Invoices and related documents for: Utilities, Trash, Communications, etc. for those offices not reporting on a Statement of Account	94497–9131
Imprest fund replenishments (PS 1129)	94497–9132
Invoices for Medical payments, Medical agreements	94497–9133
Invoices for Tuition, Training, PS 1782 request for training	94497–9134
Payment to arbitrators, Attorney Fees	94497–9135
*All contracts, Purchase orders, BPAs and related documents (PS 7379A, B; Invoices, receiving reports, etc.)	94497–9136
*Non-metered fuel Purchase orders and related documents	94497–9137
*Other Government Agency procurements except GPO printing	94497–9138
*Contract vehicle repairs—PS 7394, 7395, 4541	94497–9139
Invoices for credit card purchases	94497–9140
Credit card accruals (PS 4510)	94497–9141
*Vehicle Maintenance Facility Inventory orders and payments (PS 4508 & 4509)	94497–9142
*System Purchasing contracts (Boise-Cascade)	94497–9143
Branch Manager (for supervisory activities related to documents shown below)	94497–9150
Travel advances—Form 1011	94497–9151
Travel Vouchers—Regular travel (except Inspection Service)	94497–9152
Travel Vouchers—Inspection Service	94497–9153
Travel Vouchers—Relocation & PCES Mortgage Interest and Differential Request (Form 995)	94497–9154
Airline Billings for Employee travel—SF 1113 & GTS billings	94497–9155
Relocation Management Firm invoices	94497–9156
Tort claims—Forms 2198 and related documents	94497–9157
Employee claims and rewards	94497–9158
Government Bills of Lading (GBLs)	94497–9160
PS forms 7339 as well as listing and reports concerning inventories from supply centers	94497–9161
*Procurement documents issued by Supply Centers	94497–9162
*Purchase Orders, Contracts and related documents from Headquarters Office of Contracts	94497–9163
Government Printing Office—Forms 400, SF 1	94497–9164
Accounting and Control	
Supervisor (for activities related to documents shown below)	94497–9120
General Ledger and other financial reports	94497–9121
"1902" (receivables) & 1903DZ (invoices)	94497–9122

Exception—Purchase orders, contracts, etc. issued by Headquarters Office of Contracts and those issued by the Supply Centers. (See those noted for ZIP + 4 codes of 94497–9161 and 94497–9162).

**SPECIAL NOTE:* All contract award documents on FY–87 contracts must be sent to the San Mateo PDC (i.e., those procurement forms such as 7333s, 7334s, etc. that carry an "87" in the contract number block/field of the document). See *Procurement Activities Section.*

2. Incentive and Suggestion Award, Forms 1727, and authorizations relative to the PCES Special Achievement Awards Program, are to be submitted to the General Manager, Payroll Systems Division, Minneapolis, MN PDC 55111–9600, as follows:

Effective October 18, 1986, offices previously served by the San Mateo PDC
Effective January 17, 1987, offices previously served by the New York PDC

3. Employee Deceased Claim forms and requests for Waiver of Claims for Erroneous Payments of Pay (as per ELM, Section 437) are to be submitted to the General Manager, Payroll Systems Division, Minneapolis, MN PDC 55111–9600, as follows:

Effective October 18, 1986, offices previously served by the San Mateo PDC
Effective January 1, 1987, offices previously served by the New York PDC

The San Mateo PDC will be available for internal USPS telephone inquiries regarding accounts payable matters from 8:00 a.m. Eastern Time Zone (5:00 a.m. Western Time Zone) to 7:30 p.m. Eastern Time Zone (4:30 p.m. Western Time Zone). All telephone inquiries should be directed to

Vendor Support Unit

PEN	COMMERCIAL
377-1455	(415) 377-1455
377-1456	(415) 377-1456
377-1457	(415) 377-1457
377-1458	(415) 377-1458
377-1459	(415) 377-1459

If you currently have access to the accounts payable modules in the Minneapolis and New York PDCs, your access authorization will be automatically transferred to the San Mateo PDC. Notification of this transfer should have been made to each user during the week of September 29, 1986 by the San Mateo PDC Security Officer.

If you have not previously had access to the accounts payable modules and wish to access accounts payable information on-line, call the San Mateo PDC Customer Support Branch on (415) 377-1110, on PEN or commercial lines, and they will provide the necessary instructions.

PDC DISBURSING OFFICER ACTIVITIES

All requests and forms relating to lost, stolen, multilated or destroyed Treasury checks are to be sent to the Postal Data Center that originally issued the check, Attention: Disbursing Officer.

GENERAL ACCOUNTING ACTIVITIES

Effective with A/P01-87, financial reporting will be functionalized at the New York Postal Data Center. Reports will be mailed from this site to all users currently receiving them. Specifically, the reports are:

Postal Service Financial Report (PSFR)
Revenue and Expense Report
National Workhours Report (NWRS)
J.V. 213 Support Detail for USPS Financial Report

Any inquiries on these reports will now be directed to:

Director,
New York Postal Data Center
1250 Broadway
New York, NY 10099-9120
Attention: Manager, Postal Accounts Branch

PROCUREMENT ACTIVITIES

Until the actual accounts payable dates of transfer to the San Mateo PDC (Minneapolis on October 18 and the New York PDC on November 22, 1986), communications on contracts awarded before FY-87 should be directed to the current Postal Data Centers. All FY-87 contract awards (those with an "87" in the contract number year field) and payment inquiries about them will be processed by San Mateo PDC at the beginning of the fiscal year.

Inquiries—only authorized contracting officers, or their designees, may make accounts payable inquiries with the Postal Data Centers. Vendors will be directed to deal with the respective contracting officers and accordingly, vendors should make their inquiries directly to the appropriate contracting personnel or their designees. ***All contract award documents will include a statement to this effect immediately.***

Reports—as a result of the realignment of USPS purchasing functions, certain previously awarded contracts will be assigned a newly created purchasing facility. A Form 7330 contract modification will be used to provide the vendor with the new contracting office location and the Administering Contract Office (ACO) code, which identifies the office responsible for administration of the contract. This three-character code will be used by the San Mateo PDC to ensure that information about these contracts is reflected in the following ACO reports:

Missing Invoice
Missing Receiving Reports
Contract Payments
Contract Status Report

Effective immediately, each award document is to contain the proper ACO code for the office which will administer the contract. A list of these ACO codes, along with instructions for their use, will be provided to each office by the procurement transition team.

CONTRACT CLOSEOUT

To improve the management of accounts payable information, and to avoid accumulation of unnecessary contract data, a new automative contract closeout procedure has been adopted. Effective immediately, if a contract has: (1) $100 or less obligation remaining, (2) there has been no contract activity of any kind for 90 days from the required delivery date, (3) notice has not been received that the contract has become the subject of a claim, dispute, protest, termination or other action, and (4) the contract award type is *not* a G, R, J, K, or S, it may be closed out with notice to the contracting officer. For any contract for which there has been no contractual activity for 120 days following the required delivery date, the

contract may be closed out if notification is sent to the contracting officer indicating that the contract will be closed out unless a response is received directing otherwise in 30 days. All G and R contracts may be closed upon receipt of a final invoice at the end of their 2 year term.

The contracting office has the primary responsibility for proper contract administration, including contract closeout. Contracting personnel also remain responsible for prompt completion of related duties.

CHANGE IN CAPITAL EQUIPMENT AND CLASSIFICATIONS

The level of capital equipment items is being increased from $500 to $1,000 at the beginning of FY–87. (Notification of this change and related changes in the Property Control Number system appeared in the September 25, 1986 POSTAL BULLETIN.) Form 7334, *Purchase Order*, with Property Control Numbers for items less than $1,000 should no longer be sent to the PDC.

—Office of Data Processing, 10–2–86.

Retirements—Lump Sum Payments

On June 6, 1986, the President signed into law the new Federal Employees' Retirement System. The new legislation also includes changes to the Civil Service Retirement System (CSRS). Under this new law, employees who are retiring on a *nondisability* under CSRS may elect to receive their contributions to the retirement fund in a lump sum payment, rather than as part of their annuity. THIS OPTION IS NOT AVAILABLE TO INDIVIDUALS WHO ARE RETIRING ON DISABILITY. Eligible retirees who elect the lump sum option, will receive an actuarially determined lower annuity than they would have received, if their contributions were not taken in a lump sum payment.

To date, the Office of Personnel Management (OPM) has not issued regulations concerning the ***specific*** handling of the lump sum provision. However, OPM has made the following information available regarding lump sum payments:

1. OPM will contact directly each individual who retired on a non-disability basis on or after June 6, 1986, and offer them the option of taking a lump sum payment.

2. Married employees will be required to secure a waiver from their spouses in order to elect this alternative form of annuity.

3. Employees whose former spouses are entitled by court order to receive a portion of the employee's annuity or survivor annuity, based on their service, are ineligible for this alternative annuity form.

4. OPM has determined that survivor annuities for individuals who take the lump sum payment will be based on the unreduced annutiy prior to the payment of the lump sum amount.

NOTE: Employees should be advised that the tax reform legislation, which is currently before the Congress, may affect the tax status of their refunded contributions.

Until OPM issues specific regulations on how to handle retirement requests resulting from the subject provision, process all retirements in the normal manner.

—Employee Relations Dept., 10–2–86.

New Accounts for Payment of Medical Bills

A. Effective immediately, the following accounts will no longer be used in the payment of medical expenses:

1. AIC587, Account Number 52418, *Miscellaneous Supplies, Materials, and Services*, (previously used by installations to report on a Statement of Account).
2. Account Number 52419, *Miscellaneous Services—Paid at PDC*, (previously used by installations when submitting invoices to the PDC for payment).

B. Two new accounts have been established for payment of medical expenses. The new numbers and instructions for these accounts are as follows:

1. AIC577, Account Number 52427, *On-the-Job Injury or Illness.* Use this account number for payment of medical expenses which result from the examination and treatment of an employee who sustains an on-the-job injury or illness. Examples of these expenses include: office visits, x-rays, lab work, pharmaceutical bills, and fitness-for-duty examinations which are required because of on-the-job injury or illness.
2. AIC578, Account Number 52428, *Routine Medical Examinations.* Use this account for payment of medical expenses which are *not related* to an on-the-job injury or illness. Examples of these expenses include: preemployment physical examinations and fitness-for-duty examinations required for any condition not resulting from an on-the-job illness or injury.

Reminder: All medical bills should be routed through the finance section for payment in accordance with local procedures.

A Management Instruction, scheduled for future issuance, will provide guidance and policy in the area of medical bill certification. The account changes which are described above will be incorporated in future revisions to Handbooks F–1, *Financial Handbook for Post Offices*, and F–8, *General Classification of Accounts.*

—Employee Relations Dept., 10–2–86.

EXPRESS MAIL INTERNATIONAL SERVICE—SENEGAL

Effective immediately, Express Mail International Service will be available to Senegal. Both Custom Designed and On Demand services are offered. Express Mail International Service in Senegal is called International High Speed Mail.

Items not exceeding 44 pounds in weight, 36 inches in length, 27 inches in height and 79 inches in combined length and girth, are acceptable for dispatch ONLY to the locations noted below under "Areas Served." The country code for Senegal is SN and the numerical data entry code is 50.

The initial shipment date, Item 3 of Form 5637, *Express Mail Service Leg*, for Custom Designed Service agreements should be established as 17 days after the date one copy of the agreement is sent to: Monsieur le Directeur des Postes, Direction Generale de l'Office des Postes et Telecommunications du Senegal, 6, Boulevard Roosevelt, Dakar, SENEGAL.

Customers must be advised that, as with all Express Mail International items, there is no service guarantee connected with Express Mail International items sent to Senegal. The applicable rates and conditions of mailing are as follows:

Services Available

Custom Designed
On Demand

Acceptable Items and Customs Declaration

Any item admissible in international mail to Senegal is admissible in the Express Mail International Service to Senegal. See the Country Conditions for Mailing for Senegal in the INTERNATIONAL MAIL MANUAL for specific prohibitions and restrictions.

Items allowed	Customs form/required endorsement
Correspondence, business papers, and computer data.	None. Endorse items "Business Papers".
Merchandise samples without commercial value.	Form 2976, "*Customs—Douane CI*".
Merchandise or any item subject to customs duty.	Form 2966A, "*Parcel Post Customs Declaration*".

Rates

Pounds (up to and including)	On demand	Custom designed
1	$23.00	$31.00
2	27.90	35.90
3	32.80	40.80
4	37.70	45.70
5	42.60	50.60
6	47.50	55.50
7	52.40	60.40

Rates—Continued

Pounds (up to and including)	On demand	Custom designed
8	$57.30	$65.30
9	62.20	70.20
10	67.10	75.10
11	72.00	80.00
12	76.90	84.90
13	81.80	89.80
14	86.70	94.70
15	91.60	99.60
16	96.50	104.50
17	101.40	109.40
18	106.30	114.30
19	111.20	119.20
20	116.10	124.10
21	121.00	129.00
22	125.90	133.90
23	130.80	138.80
24	135.70	143.70
25	140.60	148.60
26	145.50	153.50
27	150.40	158.40
28	155.30	163.30
29	160.20	168.20
30	165.10	173.10
31	170.00	178.00
32	174.90	182.90
33	179.80	187.80
34	184.70	192.70
35	189.60	197.60
36	194.50	202.50
37	199.40	207.40
38	204.30	212.30
39	209.20	217.20
40	214.10	222.10
41	219.00	227.00
42	223.90	231.90
43	228.80	236.80
44	233.70	241.70

Areas Served

Express Mail International Service is available ONLY to the city of Dakar and its suburbs.

Delivery

Delivery of Express Mail International Service items will be made Monday through Saturday noon. There will be no deliveries made Saturday afternoon, Sunday or holidays. Delivery of merchandise items will take an additional 24 hours.

Weight Limit

44 pounds (20 kilograms)

Size Limit

Greatest Length: 36 inches (900 millimeters).
Greatest Height: 27 inches (700 millimeters).
Greatest Length and Girth Combined: 79 inches (2 meters).

A future revision to the INTERNATIONAL MAIL MANUAL will reflect this information.

—Marketing Dept., 10-2-86.

DRUG DEALERS

SHOULD HAVE NO "BUSINESS" IN THE WORKPLACE...

SAY "NOPE" TO DOPE

Postmasters/Installation Heads

RANDOLPH-SHEPPARD VENDING MACHINE REPORT

An annual report is due at the MSC level by October 13 of the proceeds of every postal installation that has even a single coin-operated vending machine selling snacks, beverages, food, or tobacco. Postmasters must submit consolidated reports, including the proceeds from vending machines at branches, stations, etc. under their control, to appropriate MSC managers. MSC managers will consolidate the reports by State and forward them to division offices for further consolidation and prompt relay to the General Manager, Headquarters Personnel Division, Employee Relations Department, Washington, D.C. 20260–4264.

This report is required by Handbook EL–602, *Food Service Operation*, 470.

Submit reports in the format shown below:

Date: _____

Subject: Annual Report of Randolph-Sheppard Activity

From: Name of facility submitting this report:

To: _____ (See Handbook EL–602, 471.3)

_____

_____

For the fiscal year September 28, 1985, through September 26, 1986, vending machine income sharing and other activities related to the Randolph-Sheppard Act Amendments of 1974 at this facility are summarized below. This report is submitted in compliance with Handbook EL–602, 471.3.

Vending Machine Income		
Vending machine commissions received from commercial concessionaire (do not include the 1½% operating fee):	Vending machine receipts, if locally operated, after deducting the cost of goods sold, including reasonable maintenance cost:	Amount disbursed to state licensing agency:
$	$	$

Applications From State Licensing Agency for Permits or Contracts to Operate Vending Facilities				
Number Pending at Beginning of Period	Total Number Received	Number Awarded to SLA	*Number Denied	Number Pending at End of Period

The above data is taken from records on file in the office of:

_____

Signature: _____

Title: _____

Installation: _____

Address: _____

*Attach explanation of each denial

—Employee Relations Dept., 10–2–86.

DMM Revision

Premetered Reply Envelopes for Express Mail

Effective immediately, DOMESTIC MAIL MANUAL (DMM) sections 144.112 and 281.2 are added to allow mailers to use premetered reply envelopes for Express Mail Service. Previously, the DMM prohibited the use of premetered reply envelopes for Express Mail Service. This DMM revision rescinds this policy and makes this service available to Express Mail customers as well as to those mailers sending First-Class Mail or single-piece special, fourth-class and Library-rate items. Now, original senders who require expedited service from addressees through Express Mail Service will be able to use premetered reply envelopes for bids, contracts, financial services and other day-to-day business transactions in the marketplace.

The DMM is revised as follows:

144 Postage Meters and Meter Stamps

144.1 Postage Meters

144.11 Use of Meter Stamps

* * * * *

144.112. Meter stamps may be used to prepay reply postage on:

1. Express Mail shipments up to a maximum of five pounds.
2. First-Class postcards, letters, and flats up to a maximum of 12 ounces.
3. Single-piece special fourth-class.
4. Library rate mail.

Chapter 2 Express Mail

* * * * *

280 Payment of Postage

281.1 Method. Mailers of Express Mail items may pay postage by adhesive stamps, meter stamps, or through the use of an Express Mail corporate account.

281.2 Meter Reply Express Mail. Meter stamps may be used to prepay reply postage on Express Mail shipments up to a maximum of five pounds.

(a) Mailers must place meter stamps directly on the envelope, tube or other mailing container which bears the return address of the meter license holder in an amount sufficient to prepay the appropriate postage in full.

(b) Reply mail prepaid by meter stamps will be delivered only to the address of the meter license holder. If the address is altered, the mail will be held for postage.

These revisions will be included in a future issue of the DMM.—*Marketing Dept., 10–2–86.*

ELM Revision

Third Party Recovery Action

Section 545.88, *Third Party Recovery Action,* was added to Subchapter 545 in the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) via POSTAL BULLETIN 21476, 9–13–84. Sections 545.881 (last sentence) and 545.882 (b) of this subchapter have been revised to clarify the compensation procedures for court appearances which involve third party recoveries. There were no revisions to sections 545.882 (a), 545.883, or 545.884. However, since section 545.882 (a) contains the specific compensation provisions for court appearances involving third party recoveries, it is reprinted here for easy reference.

* * * * *

545.88 Third Party Recovery Action

.881 General. FECA provides that an employee who is required to appear as a party or witness in the prosecution of a third-party court action is in an active duty status while so engaged (5 U.S.C. 8131 (a) (2). Therefore, when an employee assigns a third-party claim to the Postal Service and appears in court as a witness, or when an employee prosecutes a third-party claim in his own name and appears in court as a party, such an employee will be compensated for his court appearance as provided in 545.882.

.882 Compensation for Court Appearances

a. A postal employee who appears as a witness in a third-party action which has been assigned to the Postal Service is in an official duty status for the time spent in court (ELM 516.41), and for the time spent traveling between the court and the employee's work site. However, any time spent traveling between an employee's residence and the court is considered commuting time and, therefore, is not compensable.

b. An employee who prosecutes a third-party action in his own name is *not* in an official duty status as that term is defined in ELM 516.41. However, in order to implement the FECA provision requiring compensation of such an employee, the Postal Service will compensate that employee *"as if he is in an official duty status."* Accordingly, such an employee will be compensated to the same extent as that explained in section 545.882 (a), for the time spent traveling in court and for the time spent traveling between the court and the employee's work site. However, as further explained in 545.882 (a), and time spent traveling between the employee's residence and the court is considered commuting time and is not compensable.

These revisions will be incorporated in a future issue of the ELM.

—*Employee Relations Dept., 10–2–86.*

EXPRESS MAIL INTERNATIONAL SERVICE—CHILE

Effective immediately, Express Mail International Service will be available to Chile. Both Custom Designed and On Demand services are offered. Express Mail International Service in Chile is called CAI.

Items not exceeding 33 pounds in weight, 36 inches in length, and 79 inches in combined length and girth, are acceptable for dispatch ONLY to the locations noted below under "Areas Served." The country code for Chile is CL and the numerical data entry code is 57.

The initial shipment date, Item 3 of Form 5637, *Express Mail Service Leg*, for Custom Designed Service agreements should be established as 17 days after the date one copy of the agreement is sent to: General Manager, Postal Administration of Chile, Moneda Number 1025, 20 Piso, Santiago, CHILE.

Customers must be advised that, as with all Express Mail International items, there is no service guarantee connected with Express Mail International items sent to Chile. The applicable rates and conditions of mailing are as follows:

Services Available

Custom Designed
On Demand

Acceptable Items and Customs Declaration

Any item admissible in international mail to Chile is admissible in the Express Mail International Service to Chile. See the Country Conditions for Mailing for Chile in the INTERNATIONAL MAIL MANUAL for specific prohibitions and restrictions.

Items allowed	Customs form/required endorsement
Correspondence, business papers, and computer data.	None. Endorse items "Business Papers".
Merchandise samples without commercial value.	Form 2976, "*Customs—Douane CI*".
Merchandise or any item subject to customs duty.	Form 2966A, "*Parcel Post Customs Declaration*".

Rates

Pounds (up to and including)	On demand	Custom designed
1	$23.00	$31.00
2	27.90	35.90
3	32.80	40.80
4	37.70	45.70
5	42.60	50.60
6	47.50	55.50

Rates—Continued

Pounds (up to and including)	On demand	Custom designed
7	$52.40	$60.40
8	57.30	65.30
9	62.20	70.20
10	67.10	75.10
11	72.00	80.00
12	76.90	84.90
13	81.80	89.80
14	86.70	94.70
15	91.60	99.60
16	96.50	104.50
17	101.40	109.40
18	106.30	114.30
19	111.20	119.20
20	116.10	124.10
21	121.00	129.00
22	125.90	133.90
23	130.80	138.80
24	135.70	143.70
25	140.60	148.60
26	145.50	153.50
27	150.40	158.40
28	155.30	163.30
29	160.20	168.20
30	165.10	173.10
31	170.00	178.00
32	174.90	182.90
33	179.80	187.80

Areas Served

Express Mail International Service is available ONLY to the cities of Santiago and Valparaiso.

Delivery

Items will be delivered within 24 hours after arrival in Chile. Delivery will be made Monday through Friday noon and will be attempted for non-dutiable items ONLY on Saturday, Sunday and holidays. Addressees of items containing merchandise, or any other items subject to customs duty, will be notified by mail advice. Such items will have to be picked up at the designated Post Office.

Weight Limit

33 pounds (15 kilograms)

Size Limit

Greatest Length: 36 inches (900 millimeters).
Greatest Length and Girth Combined: 79 inches (2 meters).

A future revision to the INTERNATIONAL MAIL MANUAL will reflect this information.

—Marketing Dept., 10-2-86.

CANCEL
FIRES
Fire Prevention Week is observed in October.
Practice fire prevention the year round.

ASM Revision

ASM 320, *FORMS MANAGEMENT*

ADMINISTRATION SUPPORT MANUAL (ASM) 320 has been updated to reflect changes due to the field realignment. These changes will be incorporated in ASM Transmittal Letter 5.

320 Forms Management

321 Definition

For purposes of Postal Service forms management, a form is a fixed arrangement of captioned spaces designed for entering prescribed data either directly on paper or in preparation for output on paper. A form is used for collecting, storing, or transmitting data to support managerial, administrative, and operational business processes. Forms may be either *(a)* preprinted and completed by manual, mechanical, or automated means or *(b)* printed on automated equipment after data has been entered and formatted. Therefore, in addition to the traditional paper version of a form, this definition includes those electronic screen displays and screen overlays that represent forms.

332 Classes of Forms

332.1 Postal Forms

.11 Postal Service (PS) Forms. PS forms are officially prescribed and approved by Headquarters and are used by one or more elements of the postal organization on a nationwide or Headquarters basis. These forms are listed in Pub. 22, *Forms Catalog,* which gives their supply source.

.12 Temporary (X) Forms. The letter *X* following a form number indicates that the form is experimental, temporary, or for one-time use. These forms are not listed in Publication 22 or in the monthly POSTAL BULLETIN article, "Forms Update." If an *X* form is revised or reprinted (thereby indicating continuing use), the *X* designation is dropped.

.13 Local Forms. Local forms are designed by field units for local USPS use only. See 324.12 for development and coordination of local forms.

.14 Automated Forms

.141 Form Facsimile. This is an exact copy of the preprinted form. This output may or may not have variable data merged with it when it is printed.

.142 Form Mock-up. This is a close representation of the preprinted version, having the same language and data elements but different typefaces. This output may or may not have variable data merged with it when it is printed.

.143 Formatted Data. This category deals only with the variable data output which is arranged to be printed by the computer printer, word processor printer, etc., in the correct layout to fill in a preprinted form, facsimile, or mock-up.

322.2 Other Government Forms

.21 Standard Forms (SF). Standard forms are prescribed and printed by a Federal government agency and approved by the General Services Administration (GSA) or prescribed by the General Accounting Office (GAO) for use by other agencies.

.22 Optional Forms (OF). Optional forms are approved and prescribed by the GSA for the optional use of two or more government agencies.

.23 Other Agency Forms. These forms are approved and prescribed by other government agencies and used by the Postal Service in matters relating to those specific agencies. The form number usually contains a special designator to identify it; for example, SSA (Social Security Administration) Form 35.

322.3 Exception. Form letters are considered a duplicating method of producing correspondence and are excluded from the forms classification.

323 Responsibilities

323.1 Document Control Division

The Document Control Division (DCD), Office of Information Management, Information Resource Management Department, manages the forms system. This includes establishing standards for the submission, review, approval, and identification of PS forms. In addition, DCD evaluates the need for a form, analyzes and designs it, and coordinates its use and disposition. DCD's objectives for the forms management system include:

a. Analyzing requirements to ensure that proposed forms support appropriate programs.

b. Reducing or simplifying paperwork by developing forms (new or revised) to support specific objectives which are *user friendly* and economical.

c. Eliminating unnecessary forms by simplifying, consolidating, and standardizing existing forms.

d. Standardizing data elements for ease in collection, processing, and retrieval of data.

e. Facilitating forms automation to eliminate unnecessary generation of paper records.

323.2 Headquarters

Headquarters groups and departments are responsible for defining requirements for their forms, clearing the drafts, and ensuring that their forms are stocked in sufficient quantity to meet the needs of the prescribed users by responding to Form 1661, *Document Replenishment Notice,* from the Eastern Area Supply Center.

323.3 Regions

The individual field divisions are the designated Forms Liaison offices for coordinating forms management policy for each Division. DCD will provide assistance and guidance in the performance of this function. See 324.12(*b*) for further instructions for numbering local forms.

323.4 Data Centers

The directors (or designees) of the Minneapolis, New York, San Mateo, St. Louis, and Wilkes-Barre Postal Data Centers; Washington Data Support Site; and National Information Systems Development Center are the designated forms liaisons and are responsible for coordinating forms management policy for their centers. DCD will provide assistance and guidance in the performance of this function. See 324.12(*c*) for further instructions for numbering data center forms.

323.5 All Headquarters and Field Installations

All installations must act directly in response to Headquarters-initiated instructions or directives (POSTAL BULLETIN articles, Management Instructions, handbooks, etc.) concerning completing or processing a form.

324 Development, Coordination, and Clearance

324.1 Development

.11 PS Forms. Headquarters approves the requirement for and the design of new or revised PS forms. DCD analyzes and designs the form and assigns the number identifying the form.

.12 Local Forms. All requests for local forms must be submitted to the Field Division General Manager/Postmaster or data center director using Form 794-A, *Field Request for New or Revised Forms,* with a sketch of the proposed new form (or a marked copy of the existing form to be revised). After a form proposal has been submitted:

a. If the request for the form is not approved, the Field Division General Manager/Postmaster or data center director will return it to the originator with appropriate notations.

b. If the form is approved, a local form number will be assigned. Form numbers must be printed in the lower left corner of the form and must indicate (1) the budget authorization (BA) code (i.e., 4D = Chicago) of the Division approving the form; (2) the local number, in chronological order, assigned to the form; (3) the issue date; and (4) optionally, the ZIP + 4 Code of the organization that is prescribing the use of the form. For example: *3C-42, June 1986 (60607-9995).* BA codes may be obtained from the Field Division's finance unit. They are also listed in MI AS-320-86-4, "Local Forms Management."

c. Data centers follow similar procedures in assigning form numbers. Form numbers must be printed in the lower left corner of the form and must indicate *(a)* the data center approving the form, *(b)* the local number assigned to the form, and *(c)* the issue date. For example: *SLPDC-56, May 1984.* Use the following acronyms when creating new or revising existing forms:

(1) Minneapolis PDC—MNPDC
(2) New York PDC—NYPDC
(3) San Mateo PDC—SMPDC
(4) St. Louis PDC—SLPDC
(5) Wilkes-Barre PDC—WBPDC
(6) Washington Data Support Site—WDSS
(7) National Information Systems Development Center—NISDC

d. If a local form affects more than one Region or data center, the form must be developed through DCD as a national form and given a PS number. Local forms are not listed in Publication 22 and they are not stocked in the supply centers.

.13 Automating PS Forms

.131 Local offices and individuals may automate forms, but must coordinate their efforts with DCD. Send a copy of the automated form to DCD to ensure that:

a. No other organization creates a program to generate a previously automated form; and

b. Automated forms are available to all users. (A future edition of Pub. 22, *Forms Catalog,* will provide information on how to access programs for the individual automated forms.)

.132 The following criteria apply to automated forms:

a. All automated forms must contain the exact data elements as the corresponding printed form.

b. Each of these data elements must appear on the automated form in the same position as on the printed form.

c. Automated forms must have the same form number and date as the printed form. In addition, the ZIP + 4 of the creating organization must be added after the form number and date. For example, "Form 1012, April 1986, 10099-9500" indicates that the Management Services Division at the New York PDC automated the form.

d. Automated forms must be processed like printed paper forms. Therefore, all signatures on the automated form must be originals.

e. Automate only the most current version of a form. Check Publication 22 and the POSTAL BULLETIN "Forms Update" articles to determine the latest edition.

f. Automated forms must comply with the guidelines issued by the Records Officer. (See 353.232.)

g. Exceptions to this policy may be approved, on an individual basis, by DCD and the originating organization.

324.2 Coordination and Clearance

The originating office must obtain the necessary clearances from other affected departments

before a new or revised form can be approved by DCD. Examples of required clearances follow:

a. Forms that will affect wages, hours, and other terms and conditions of employment, or that concern any work and/or time standards or studies relating to any bargaining unit employees, must be cleared (1) for PS forms, through the Assistant Postmaster General, Labor Relations Department, and the Assistant Postmaster General, Department of the Controller, or (2) for local forms, through the appropriate Regional Director of Employee and Labor Relations.

b. Forms that collect information about individuals (such as name or social security number) directly from those individuals must be reviewed for Privacy Act considerations and approved by the Records Officer, USPS Headquarters. (See 353.232 for details.)

c. Forms that will be stocked in the supply centers must be approved by the Supply Branch, Office of Materiel Management, Procurement and Supply Dept., on Form 794, *Forms Approval Request.*

d. Forms that contain a return address must be approved by the Customer and Field Support Division, Rates and Classification Department, and the Address Information Systems Division, Delivery Services Department, for the appropriate address format (including FIM bars).

e. Any forms that are completed by a member of the public, including USPS customers, contractors, applicants for postal employment, etc., must be cleared by the Records Office for paperwork reduction consideration.

325 Restrictions

325.1 Overprinting

Do not overprint slogans, publicity information, trademarks, service marks, or personal identification (e.g., local postmaster's name) on PS forms without prior approval from DCD. Overprinting of common fill-in information on forms (e.g., facility name, address, and telephone number) by tickometer, addressograph, computer, or other duplicating equipment may be approved by the Field Division General Manager/Postmaster or data center director.

325.2 Field Printing

Do not print or otherwise reproduce PS forms locally without prior approval from DCD and the Printing Division, Office of Headquarters Services, Procurement and Supply Department, Headquarters. (See ASM 370.)

325.3 Modifying PS Forms

Do not make local modifications or revisions to PS forms without prior approval from DCD.

326 Ordering Forms

326.1 Forms Update

The monthly POSTAL BULLETIN article, *Forms Update,* lists changes in forms used by the Postal Service nationwide. The list reflects only the forms that are available from the supply center and does not include experimental forms or forms designed for limited or local use. Forms that are not stocked in the supply centers are distributed directly to the offices required to use them, so are not listed.

326.2 Limitations on Ordering

Do not order forms your organization is not required to use. Do not order more copies of required forms than necessary. Refer to Publication 22 for ordering information and supply sources.

327 Retaining Completed Forms

327.1 General

A completed form becomes an official Postal Service record. The creation, maintenance, disposal, disclosure, and protection of Postal Service records are governed by ASM 350 and its supporting handbooks.

327.2 Retention Periods

ASM 351 describes the various conditions which can alter record retention times. Exhibit 351.31, *Records Retention Schedule,* lists the most widely held Postal Service records and their retention periods. The retention period for forms is based upon the related records under consideration and not necessarily upon the data collected on the form. Because the conditions for record retention vary, it is not feasible to print retention periods on forms.

—IRM, Office of Information Management, 10-2-86.

Reuse accountable paper mailing cartons only after obliterating registry or other postal endorsements.

Discontinuance of Postage Due Stamps

Effective immediately, postage due stamps will no longer be used. Procedures are changed to eliminate the use of postage due stamps on postage due mail. Regular postage stamps must now be used for short paid mail. Existing stock on hand should be handled in accordance with subchapter 550 of Handbook F-1, *Financial Handbook for Post Offices.*

Handbook F-1 is revised as follows:

542 Over-the-Counter Customer Pickup

When customers call at a window unit for postage due mail, collect the amount due; then affix postage stamps or meter strip. Cancel the postage stamps before giving the mail to the customer.

543 Trust Accounts

For Business Reply and Postage Due advance deposit accounts, use postage stamps, meter strips, or Form 3582-C, *Postage Due Invoice,* as appropriate.

544 Carrier Delivery—City, Rural and Star Route
544.1 General

Post offices must not use postage stamps or meter strips on mail for delivery by carrier except as specified in part 543. Postage due mail must be consigned to city, rural, and highway contract route carriers on a Form 3584, *Postage Due Log* (Figure 5-11). Use the same form to clear carriers of responsibility.

This revision will be in a future update of Handbook F-1.—*Dept. of Controller, 10-2-86.*

DM-201 Revision

Premetered Express Mail

Effective immediately, Handbook DM-201, *Express Mail Service,* is revised to allow the use of prepaid meter reply postage on Express Mail shipments which do not exceed five pounds. The revisions to DM-201 are as follows:

114 Postage Payment for Express Mail Services

114.1 Methods of Payment. Postage and fees for Express Mail services must be prepaid by one of the following methods:

a. Meter stamps;
b. Adhesive stamps;
c. Express Mail Corporate Account (requires agreement between customer and Postal Service);
d. Federal Government agency control number with penalty mail indicia required; or
e. Penalty indicia control number for official mail of the U.S. Postal Service.

114.2 Premetered Express Mail. Meter stamps may be used to prepay reply postage on Express Mail shipments which do not exceed five (5) pounds. Meter stamps must be placed directly on the envelope, tube, or other mailing container which bears the return address of the meter license holder in the amount sufficient to prepay the appropriate postage in full. Reply mail prepaid by meter stamps will be delivered only to the address of the meter license holder. If the address is altered, the mail will be held for postage.

These changes will be incorporated into a future revision to Handbook DM-201.

—*Marketing Dept., 10-2-86.*

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/City	Names Covered	Product
OH, Canton 44767-0001	IHS Department of Unclaimed Funds anu Benefits. IHS Department of Unclaimed Funds. Department of Unclaimed Funds and Benefits. Department of Unclaimed Funds 287 State Street, North.	The providing of information relating to unclaimed funds and benefits.

—*Judicial Officer, 10-2-86.*

ZIP Code Speeds and Simplifies Mail Handling.
ZIP Code your mail.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21586** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010051	117368	303592	335253	402105	600501	741485	801028	926874
018115	132115	303601	335274	402155	600613	750029	802032	926877
018193	146027	303659	335315	402278	601054	750668	802512	926903
019033	165038	303688	335361	402281	601239	752522	802516	926911
021064	191321	314543	335553	405060	601247	752523	809033	926921
021330	191405	317120	335571	405063	601604	752572	832107	927143
021388	191460	325124	335590	405066	602011	752589	836100	927289
021462	191506	327060	336010	405067	605417	752607	844008	927331
060033	200417	327081	336011	441466	607099	752611	850049	927373
065080	207023	328101	336018	452056	607115	752620	850414	927403
069264	207074	328117	336026	452057	607571	760337	850441	937038
069343	207081	328130	336042	452302	607597	761234	856010	937201
070548	207083	328148	336092	454150	607599	761316	856014	945218
070550	207089	328159	336108	461006	607637	773031	901091	948032
070574	208053	328166	336111	462061	620012	773033	901467	949030
071567	208063	329073	336158	462177	620013	773034	901518	950141
073032	209005	331146	336168	462191	620019	773035	901569	954090
079376	212238	331183	336284	462208	620020	773060	901588	958133
101015	212244	331303	336285	468041	631185	777101	901614	958144
101118	212272	331487	336304	468072	631337	780030	901634	968178
101454	220109	331582	336308	468077	631349	780031	902400	968209
101969	221080	331621	336365	480335	641263	780033	907221	968215
104023	232100	331626	336413	486031	658136	780049	910201	968220
105031	232117	331633	336852	486034	664100	780051	910213	968221
105032	280039	334110	337027	489034	701502	780055	913365	968226
105033	281046	334216	337060	503167	701558	782226	913424	968227
105034	282181	335043	337096	524064	705006	782229	913454	968229
105062	282208	335055	338106	524066	711084	782298	917022	972290
109121	282221	335078	338107	544200	711315	782335	917531	973111
109124	282242	335086	339002	551195	712144	782342	922059	981422
110028	283134	335111	339012	554540	713040	785090	926647	984071
111073	294138	335167	358150	577032	729034	787273	926660	988018
113059	294159	335174	372196	591190	731301	787309	926664	992032
114092	295059	335197	372231	597500	731348	787327	926758	992171
115835	297009	335198	372256	600029	741383	794130	926765	997078
117126	303443	335214	372257	600073	741399	794195	926827	997107
117235	303583	335252	386012	600380	741401	801017	926872	

—Marketing Dept., 10-2-86.

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

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POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21588

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

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U. S. GOVT. PUBLICATIONS DEPOSITORY 338

EI/QWL: We Must Demonstrate Our Commitment

When I became Postmaster General, I was asked "Where do you stand on EI/QWL?" I responded by saying that I am fully supportive of the process for its benefits both to individuals and to the organization as a whole. I want to take this opportunity to share with you my views on this very important topic.

I am committed to the principles of participative management, and I am encouraged by the efforts that have been initiated in the Postal Service. The idea of increased organizational effectiveness through greater participation in work-place decisions must be accepted by all postal people.

For us to continue to be competitive and financially stable, we will need every bit of creativity and innovation we can muster. We must create an environment that affords the opportunity for everyone to contribute—craft, supervisor, manager, postmaster, executive, management association and union. This is particularly true now that we are implementing a major structural realignment designed to place decision-making closer to the field operating levels. Through our day-to-day communications with each other and our customers, we must share and listen to good ideas, and treat each other with dignity and professional respect.

In the months ahead, we must demonstrate our commitment to the concepts and principles of participative management in very visible ways. We have many innovative and enlightened managers, postmasters and supervisors who are eager to assume a more substantive role in moving our organization forward. They must be given this opportunity and supported in their efforts.

At Headquarters we will work cooperatively with the management associations and our unions to see that progress is made on EI/QWL. I expect each management person to initiate and lead this change effort, and I encourage the cooperative and creative support of all postal people.

Preston R. Tisch

PRESTON R. TISCH,
Postmaster General.

Stamped Envelope Inquiries

The Stamped Envelope Agency, Williamsburg, PA 16693-0500 processes all postmasters' requisitions for plain stamped envelopes and customers' orders for printed stamped envelopes. Postmasters may contact the Agency on PEN 723-4959 with any questions regarding postmaster or customer orders.

The Agency will advise postmasters and customers as to order status, nonreceipt of orders, disposition of undeliverable printed orders, and returning rejected printed stamped envelopes.

Postmasters without access to the PEN network and customers may reach the Agency on 814-832-3229.—*Marketing Dept., 10-9-86.*

All Retail Facilities

USPS Holiday Mail Order Catalog

The Postal Service will send a holiday mail order catalog to selected households in mid-October. It will feature items that would serve as appropriate holiday gifts, such as popular commemorative stamps, philatelic products and subscription services. In the catalog readers are reminded that most of the items are available at their local post offices.

Prominently featured are the current commemorative stamps, annual commemorative mint sets, Presidents' miniature sheets, collecting kits and the *Golden Moments* album.

Because the catalog was developed as a direct mail effort, no additional copies are available for distribution. However, if customers request a catalog, they may write to the U.S. Postal Service, Philatelic Sales Division, Washington, DC 20265-9997 for a copy of the November/December *Philatelic Catalog.*—*Marketing Dept., 10-9-86.*

BUY U.S. SAVINGS BONDS

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P 1.13:

DM 103 Revision

PENALTY MAIL POSTAGE METERS (CMRS)

The Postal Service has approved a penalty mail version of the Computerized Remote Postage Meter Resetting (CMRS) system in accordance with 137.273 k, DOMESTIC MAIL MANUAL. Post offices will not report settings for these meters; however, they must report installations, transfers, cancellations and refunds through the Official Mail Accounting System (OMAS) to ensure that the correct agencies are billed and that post offices receive credit for the revenue through OMAS. Section 237, *Penalty Mail Handbook* (DM–103) provides instructions which post offices must follow to report data on penalty mail CMRS meters through OMAS.

Specific revisions to the DM 103 are as follows:

230 Penalty Mail Postage Meters

* * * * *

237 CMRS Meters

237.1 Licensing a CMRS Meter

Follow the procedures in 232 to issue licenses for CMRS meters. Note that a CMRS meter may be installed on the license for a non-CMRS meter it is replacing or on a license with non-CMRS meters.

237.2 Installing a CMRS Meter

When an agency first presents a CMRS postage meter to be installed, follow these steps:

a. Verify that the agency has a meter license and that the "U.S. Official Mail" endorsement appears in the meter imprint.

b. Complete Form 3610 for each CMRS penalty mail postage meter, according to the instructions in DMM 144.382b(3).

c. Complete Part A of Form 3632–G. You must obtain the Customer Account Number from the meter manufacturer's representative at the time of installation. See Exhibit 237.2 for a sample of a completed Form 3632–G for installation.

Note: Do not set any postage on a CMRS meter, unless you are transferring money from one CMRS meter to another CMRS meter.

237.3 Cancelling a CMRS Meter

Follow the procedures in 235.1 to check a CMRS meter out of service when you are not replacing it with another CMRS meter.

237.4 Replacing a CMRS Meter

Follow the procedures in 235.2 to replace a CMRS meter with another CMRS meter. Do *not* transfer money from a CMRS meter to a non-CMRS meter, or from a non-CMRS meter to a CMRS meter.

237.5 Moving a CMRS Meter to a New Examining Postal Unit

Follow the procedures in 232.4 when an agency wishes to move an active CMRS penalty mail postage meter from one examining postal unit to another unit at the same post office.

237.6 Changing a Customer Account Number

Complete Part A of Form 3632–G when a meter manufacturer's representative advises you of a change to an agency Customer Account Number for a CMRS meter. Complete a separate Form 3632–G for each meter affected by this change. See Exhibit 237.6 (pages 3 and 4) for a sample of a completed Form 3632–G.

237.7 Reporting Responsibilities

Submit the original and duplicates (if any) of all forms daily to your post office accounting unit.

237.8 Inspection Requirements

All penalty mail CMRS meters must be inspected every 6 months in accordance with DMM 144.383. The manufacturer must notify customers of the dates on which meter examinations are due.

These changes will be incorporated into a future revision of DM–103.

—Dept. of the Controller, 10–9–86.

Employees assigned to answer telephones must be courteous, helpful, and offer all assistance possible

Exhibit 237.2—Sample of Form 3632-G for Installing a CMRS Meter

U.S. Postal Service
MISCELLANEOUS TRANSACTIONS FOR PENALTY MAIL POSTAGE METERS

Use separate forms to report data for Sections A & B

Prepared by	Finance No.	Date
Carol Jordan	10-5000	9/2/86
Post Office (City, State, ZIP+4) Washington DC 20066-9998		

A. Meter Register Adjustments/CMRS Account No. Changes

Reason Code: I

B = Adjustment to register error after initial setting
M = Adjustment to register after repair
S = Adjustment to ascending register (rollover)
I = Establish CMRS Account No.
C = Change CMRS Account No.

Date (MM/DD/YY)	Meter Manufacturers' Code	CMRS Customer Account No.	
09/02/86	02	Old Number	New Number
ZIP Code 20026	Meter Serial No. 6402610		01260621
License No. 90026			

	New Register Reading	Old Register Reading
Descending before transaction	$ 0.00	$.
Ascending	$ 0.00	$.
CONTROL TOTAL	0.00	

B. Date, Agency Subcode, and Malfunction Flag Changes

Original Batch No. ___-___-___.__	ZIP Code
Original Transaction No.	License No.
Change Date (MM/DD/YY)	Meter Serial No.
Correct Transaction Date (MM/DD/YY)	Meter Manufacturers' Code ___
Agency Code ___ Subcode ___	Reason Code ___ K = Correct License Application Date; L = Correct License Delete Date; N = Correct Meter Cancel Date; O = New Agency Subcode; R = Cancel Malfunction Flag
New Agency Subcode / Cancel Malfunction Flag (Enter "0") ___	

PS Form 3632-G, January 1986

Exhibit 237.6—Sample of Form 3632-G for Changing a Customer Account Number

U.S. Postal Service
MISCELLANEOUS TRANSACTIONS FOR PENALTY MAIL POSTAGE METERS

Use separate forms to report data for Sections A & B

Prepared by	Finance No.	Date
Carol Jordan	10-5000	10/2/86
Post Office (City, State, ZIP+4): Washington DC 20066-9998		

A. Meter Register Adjustments/CMRS Account No. Changes

Reason Code: C

B = Adjustment to register error after initial setting
M = Adjustment to register after repair
S = Adjustment to ascending register (rollover)
I = Establish CMRS Account No.
C = Change CMRS Account No.

Date (MM/DD/YY)	Meter Manufacturers' Code	CMRS Customer Account No.	
10/02/86	02	Old Number	New Number
ZIP Code: 20066	Meter Serial No.: 6402610	01260621	12787290
License No.: 90026			

	New Register Reading	Old Register Reading
Descending before transaction	$.	$.
Ascending	$.	$.
CONTROL TOTAL		

B. Date, Agency Subcode, and Malfunction Flag Changes

Original Batch No.	ZIP Code
Original Transaction No.	License No.
Change Date (MM/DD/YY)	Meter Serial No.
Correct Transaction Date (MM/DD/YY)	Meter Manufacturers' Code
Agency Code Subcode	Reason Code
New Agency Subcode / Cancel Malfunction Flag (Enter "0")	K = Correct License Application Date L = Correct License Delete Date N = Correct Meter Cancel Date O = New Agency Subcode R = Cancel Malfunction Flag

PS Form 3632-G, January 1986

ASM Revision
AS–302 Revision

ORGANIZATION CORRESPONDENCE CODES (OCCs)

Recent organizational changes have affected regulations governing organization correspondence codes. The following revisions to ADMINISTRATIVE SUPPORT MANUAL (ASM) 359.3 and AS–302, *Correspondence Management Handbook,* 122 are effective immediately and will be published in future editions of those directives.

ASM 359.3 is revised as follows:

359.3 Organization Correspondence Codes

.31 Requirement. Headquarters, Headquarters administrative supporting facilities, Regions, and Field Divisions, use assigned Organization Correspondence Codes (OCCs), and the originator's first initial and last name on all correspondence in order to identify its source. This information is placed on the *OUR REF:* line on memorandum letterhead stationery, and on the official yellow file copy of formal letters.

.32 Scope. Each organizational entity down to branch level in the locations listed in 359.31 has a unique correspondence code. The code indicates not only the organization's level but also its placement in the organizational hierarchy.

.33 Reference. Implementing instructions for the use of USPS Organization Correspondence Codes are published in Handbook AS–302, *Correspondence Management.*

.34 Responsibilities

.341 Policy. The USPS Records Officer has overall responsibility for the OCC system. Proposed modifications to, or deviations from, the *basic design* of OCCs must be submitted to the USPS Records Officer, Washington, DC 20260–5010, for approval prior to implementation.

.342 Administration. The Office of Headquarters Services (OHS), Facilities and Supply Group, is responsible for the administration and maintenance of OCCs, including Headquarters publication. Requests for assignment of a new OCC should be sent to OHS.

.35 Publication

.351 By Headquarters. OCCs are published in the Headquarters telephone directory. All additions, deletions or changes, that are in compliance with the basic design of OCCS, must be submitted to OHS for publication.

.352 By Regional Offices. To provide consistency throughout the Postal Service, Regional offices must adapt their telephone directories to the OCC system.

.36 Organizational Changes. OCCs assigned to units that are abolished or moved to another organization will not be reused for at least two years. Any exceptions to this policy must be authorized by OHS. For reference purposes, old telephone directories will be kept on file in the Headquarters Library and in OHS.

AS–302 is revised as follows:

122 Organization Correspondence Codes (OCCs)

* * * * *

122.2 Purpose

The OCC enables postal recipients to make inquiries directly to an originating unit. Headquarters, Headquarters Administrative Support Facilities, Regions, and Field Divisions, must use authorized OCCs on the reference line in all USPS correspondence.

Appendix B:

USPS APPLICATIONS

1. Organization Correspondence Codes System Description

A. USPS Headquarters

1. The alpha codes used at Headquarters are:

G	Postmaster General
D	Deputy PMG
A	Associate PMG
FP	SAPMG, Finance & Planning
FS	SAPMG, Facilities & Supply
HR	SAPMG, Human Resources
IT	SAPMG, Mgmt. Info. & Research Tech.
MC	SAPMG, Marketing & Communications
OS	SAPMG, Operations Support
CM	Communications
DC	Controller
DS	Delivery Services
ER	Employee Relations
ES	Engineering & Technical Support
FD	Facilities
GC	General Counsel
GR	Government Relations
IA	International Postal Affairs
IR	Information Resource Mgmt.
IS	Inspection Service
JD	Judicial Officer
LR	Labor Relations
MK	Marketing
MP	Mail Processing
OT	Treasurer
PD	Planning
PS	Procurement & Supply
RC	Rates & Classification
TR	Technology Resource

2. The complete alphanumeric correspondence codes are formulated as shown in Exhibit A. (page 7)

B. Headquarters Administrative Supporting Facilities

More detailed identification of the organization structure within these units may be made by the appropriate management. (See 122.3.)

C. Regional Headquarters

1. Regional Postmasters General (RPMGs) are assigned a two alpha character identifier followed by "1" as follows:

Central Region—RPMG	CE 1
Southern Region—RPMG	SN 1
Eastern Region—RPMG	EA 1
Western Region—RPMG	WE 1
Northeast Region—RPMG	NE 1

2. Staff organizations reporting directly to the Regional PMG are assigned the same alpha characters as the Regional PMG followed by two numbers (10–99). (See 123.12).

Central Region—RPMG	CE 1
Regional Director, Planning	CE 20

1. **Data Centers**

Minneapolis PDC	IRM 1
New York PDC	IRN 1
St. Louis PDC	IRS 1
San Mateo PDC	IRB 1
Wilkes-Barre PDC	IRK 1
National Information Systems Development Center.	IRR 1
Washington Data Support Site	IRW 1

2. **Engineering Support Center** ESC 40

3. **Facilities Service Centers (FSCs)**

Chicago FSC	FSC 10
Philadelphia FSC	FSC 20
Windsor FSC	FSC 30
Memphis FSC	FSC 40
San Bruno FSC	FSC 50

4. **Maintenance Overhaul and Technical Service Centers (MOTs)**

Richmond MOT	MOT 1
Ozone Park MOT	MOT 2
Memphis MOT	MOT 3
Chicago MOT	MOT 4
Santa Ana MOT	MOT 5

5. **Procurement and Material Management Service Centers (PSCs)**

Chicago PSC	PSC 10
Philadelphia PSC	PSC 20
Windsor PSC	PSC 30
Memphis PSC	PSC 40
San Bruno PSC	PSC 50

6. **Rates and Classification Centers (RCCs)**

Philadelphia RCC	RCC 10
New York RCC	RCC 20
Chicago RCC	RCC 30
Memphis RCC	RCC 40
San Bruno RCC	RCC 50

7. **Supply Centers and Mail Equipment Shops**

Western Area Supply Center	SCW 1
Eastern Area Supply Center	SCE 1
Mail Equipment Shop	MES 1

8. **Transportation Management Service Centers (TMCs)**

Atlanta TMC	TMC 1
Boston TMC	TMC 2
Chicago TMC	TMC 3
Columbus TMC	TMC 4
Dallas TMC	TMC 5
Denver TMC	TMC 6
Des Moines TMC	TMC 7
Detroit TMC	TMC 8
Jacksonville TMC	TMC 9
Los Angeles TMC	TMC 10
Memphis TMC	TMC 11
Minneapolis/St. Paul TMC	TMC 12
New York City TMC	TMC 13
Philadelphia TMC	TMC 14
Phoenix TMC	TMC 15
Pittsburgh TMC	TMC 16
St. Louis TMC	TMC 17
Salt Lake City TMC	TMC 18
San Francisco TMC	TMC 19
San Juan TMC	TMC 20
Seattle TMC	TMC 21
Springfield TMC	TMC 22
Washington TMC	TMC 23

D. Field Divisions

Field Divisions are assigned the appropriate two-letter regional identifier, a "D" in the third position, and no more than two numbers:

Albany Field Division	NED 1
Richmond Field Division	EAD 9
Wichita Field Division	CED 15
Nashville Field Division	SND 14
Anchorage Field Division	WED 12

Exhibit A

Organization	Code formula	Title	OCC
PMG, DPMG, and A/PMG*	1 alpha + "1"	Postmaster General	G–1
		Deputy Postmaster General	D–1
		Associate Postmaster General	A–1
PMG, DPMG, and A/PMG Staff	Same alpha as PMG, DPMG, or A/PMG plus two numbers (see 123.12).	Executive Assistant to PMG	G–10
		Spec. Assistant to PMG	G–11
		Research Administrator/Historian	G–12
SAPMG and APMG (or equivalent)	Two alphas + "1"	SAPMG, Human Resources	HR–1
		APMG for Labor Relations	LR–1
SAPMG and APMG Staff	Same alpha as SAPMG or APMG + two numbers (10–99).	Special Assistant to SAPMG, Human Resources.	HR–10
		Special Labor Relations Programs	LR–10
Office (see 123.12a)	Same alpha as APMG or SAPMG + a number (1–9) followed by "00".	APMG, Employee Relations	ER–1
		Office of Selection and Evaluation	ER–400
Division (see 123.12c)	Same alphas and first number of appropriate office + a number (1–9) followed by "0".	Headquarters Personnel Division	ER–440
Branch (see 123.12d)	Same alphas and first two numbers of appropriate Division followed by a number (1–9).	EEO Processing Branch	ER–441
		Headquarters, Personnel Operations Branch.	ER–433

*Associate Postmaster General.

—*Records Office, 10–9–86.*

Rural Route Option Selection

Article 9, Section 2.C.8.c(1), of the 1984 National Agreement between the U.S.P.S. and NRLCA, provides for the Postmaster to meet with eligible rural carriers to discuss requirements for elections of a higher classification for which the carrier may qualify. This is done prior to the beginning of each Guarantee Period, whether or not that route experienced an annual or a special mail count.

Rural Route Option Cards will not be issued this year. If the Regular Rural Carrier (Designation 71) wishes to change his/her current option, which expires 11–7–86, a memorandum or PS Form 4003 "Official Rural Route Description" indicating the change with an effective date of 11–8–86, must be mailed to the appropriate Postal Data Center (PDC). Such requests must be received in the PDC not later than October 24, 1986. Carriers not requesting a change will remain in their current option.

If the Rural Route was involved in a special mail count in September, the option indicated on the PS Form 4241 "Rural Delivery Statistics Report" will supersede previously elected options.—*Dept. of the Controller, 10–9–86.*

Precanceled 22-Cent Embossed Stamped Envelope

A precanceled version of the 22-cent Bison embossed stamped envelope will be available at the Stamped Envelope Agency after October 31, 1986. The precanceled Bison envelope is being produced in size No. 10, window only. It will be untagged, produced on unwatermarked paper, and the paper stock is slightly lighter in weight that the regular Bison envelope. There will be no official first day of issue.

Supply. There will be no automatic distribution made of this envelope. Post offices with philatelic centers should order sufficient quantities to meet philatelic demand. Post offices with 950 or more revenue units requiring bulk quantities of this envelope *(Item 133)* should immediately submit Form 3205, *Requisition for Plain Stamped Envelopes,* to the Stamped Envelope Agency, Williamsburg, PA. All other post offices requiring less-than-bulk quantities should immediately requisition the precanceled Bison envelope on a separate Form 17A, *Accountable Items Requisition from Stamp Distribution Office,* from their designated Stamp Distribution Office.—*Marketing Dept., 10–9–86.*

POSTAL BULLETIN INDEX

July–September 1986
21573–21586

The following articles are updated regularly in the POSTAL BULLETIN and are not listed in this Index:

1. Invalid Express Mail Corporate Account Numbers
2. Money Orders—Missing U.S.
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IS YOUR POST OFFICE AN EASY TARGET?

- Make sure all safes are locked
- Make sure all windows and doors are equipped with proper locks
- Make sure alarms are working and turned on
- Advise police of office hours

If you have any questions contact your Postal Inspector in charge

Revised Notice 36 Available

Revised Notice 36, Labeling Packages of First-Class Mail, (edition date 3–1–86) is available from the Area Supply Centers. Use Form 7380, *Supply Center Requisition,* to order the quantities required. The notice, also lists service standards for ZIP Coded mail.

Labeling Packages of First Class Mail

F All for firm on face.
All for 5-digit ZIP Code area on face.
C All for unique 3-digit city on face.
3 All for SCF or 3-digit ZIP Code area.
All for ADC on face.

Color-coded Pouch Labels

FOR EACH DELIVERY DAY OF THE WEEK

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Programmed delivery day color to be used

Day of Origin	Overnight Areas	2-Day Areas	3-Day Areas
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Notice 36 3-1-86

UNITED STATES POSTAL SERVICE
SERVICE STANDARDS
(ZIP CODED MAIL ONLY)

5138

	Overnight	Overnight requirements	2nd Day	3rd Day	4th Day	5th Day	6th Day	7th Day	8th Day	9th Day	10th Day
EXPRESS MAIL NEXT DAY SERVICE	Overnight (see directory) Noon/Noon										
FIRST CLASS	Locally designated cities and SCF's	Up to and including 5:00 P.M. collections	Locally designated states	Remaining outlying areas							
PRIORITY MAIL	Designated cities	Stated at mailing post office	Noon/Noon								
SURFACE PREFERENTIAL*	Up to 150 miles	5:00 P.M. mailing	300 miles Zone 3	600 miles Zone 4	1,000 miles Zone 5	1,400 miles Zone 6	1,800 miles Zone 7	Over 1,800 miles Zone 8			
BULK BUSINESS MAIL**	As developed locally		Within SCF Per 5:00 P.M. Carrier Presorted 5DP/5Digit	Designated SCF's and Non Presorted Within SCF	Up to 150 miles Zone 3	300 miles Zone 4	600 miles Zone 5	1,000 miles Zone 6	1,400 miles Zone 7	1,800 miles Zone 8	Over 1,800 miles Zone 9
PARCEL POST	See separate standards issued for each bulk mail center										

*Includes 2nd class
**Includes 3rd & 4th Classes (except parcel post)

—*Mail Processing Dept., 10–9–86.*

ELM Revision

Special Achievement Awards

Effective September 4, 1986, the maximum cash amount for special achievement awards given to *nonbargaining employees* was increased from $500 to $1,000. However, there has been no change in the award amount for *bargaining unit* employees; these employees will continue to receive a one-time cash award of up to $500.

EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 634.3, *Special Achievement Awards,* has been revised to reflect this change. Revisions to this section will be incorporated in a future issue of the ELM.—*Employee Relations Dept., 10–9–86.*

Accountable Mail in Firm Holdouts

In some instances, accountable mail, i.e., Certified, Postage Due, etc., which is addressed to customers having a unique ZIP Code and/or Firm Holdout Service, is being delivered without the proper clearance. This occurs because the accountable mail is mixed with the regular mail prior to shipment to the delivery unit.

Managers must ensure that accountable mail is separated from regular mail at the point where distribution is finalized.

—*Mail Processing Dept., 10–9–86.*

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period, the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs may not request them without application by the sponsors.

Cancellations	Period of use
National Philanthropy Day	Nov. 1 to Nov. 30, 1986.
American Education Week	Nov. 10 to Nov. 30, 1986.
TB and Lung (Christmas Seals).	Nov. 12 to Dec. 31, 1986.
Seat Belts	Nov. 1 to Dec. 31, 1986.
Autistic Children	Dec. 1 to Dec. 31, 1986.

—*Rates & Classification Dept., 10–9–86.*

Reckless driving never determines who's right . . . only who's left

ELM Revision

THIRD PARTY LIABILITY

Based on a recent decision made by the Department of Labor's (DOL) Office of the Solicitor, continuation of pay (COP) can no longer be collected in third party recoveries under the Federal Employees' Compensation Act (FECA).

To reflect the DOL's new policy, specific sections EMPLOYEE & LABOR RELATIONS MANUAL (ELM) in 545.8 and related sample letters concerning third party liability are revised as follows:

545.8 Third Party Liability

* * * * *

.87 Settlement of Claims

.871 Employee Pursuing Collection of Damages from Third Party

The Postal Service, with certain adjustments, is entitled to collect from the proceeds paid to an employee by a third party the amount of compensation and medical and related expenses paid by DOL on behalf of the employee. Therefore, when information is received that a third party recovery is imminent, the control officer or control point supervisor will contact DOL for an up-to-date statement of all disbursements made by DOL and advise the employee or his attorney of those disbursements if settlement has not been made. If settlement has already been made, Form 2556 *Third Party Statement of Recovery*, should be reviewed to see that the total disbursements made by DOL have been accurately computed.

.872 Employee Not Pursuing a Third Party Recovery

When the postal employee has indicated that he does not wish to pursue a recovery from a third party and has been requested to and has signed Form 2577, *Assignment of Claim to the USPS*, the Postal Service with certain adjustments, is entitled to recover from the third party or his insurer, the compensation, medical, and related expenses paid by DOL on behalf of the employee. In addition, the Postal Service is entitled to collect on behalf of the employee those damages to which the employee may be entitled. Such damages may consist of payment for pain and suffering sustained by the employee, any damage to the employee's personal property and out-of-pocket expense not covered by FECA benefits. Upon recovery, the employee will be provided with a copy of Form 2556 which indicates the employee's total entitlement. Further, the control officer or the control point supervisor should ensure that the Office of Workers' Compensation Programs (OWCP) district office is provided with copies of all documents pertaining to the recovery.

.873 Disbursement of Recovered Third Party Funds

When a settlement is made, the control officer or control point supervisor will make disbursement of the funds as follows:

a. When the third party check includes OWCP payments only, send check and Form 2556 or 2557, as applicable, directly to the OWCP unless the check is made payable to the Postal Service. If this is the case, deposit the check and issue a Treasury check or no-fee money order to the OWCP.

b. When the third party check includes OWCP payments and the employee's share, payments issued in installments, COP that has been collected in error, or checks made payable to the postmaster, the following procedures apply:

(1) Deposit the check/monies in the postmaster's trust account;

(2) Request a receipt Form 3544, *Post Office Receipt for Money*. Include the employee's name and OWCP claim number on the receipt.

(3) Forward a memorandum (see Exhibit 545.873a—Sample Letter G) to the accounting office advising them of the proper disbursement to be made along with Form 2556 or 2557, whichever is applicable;

(4) Have the accounting office issue a No Fee Money Order or Treasury check, which will include the employee's name and OWCP claim number, to the appropriate parties, i.e., OWCP and postal employee.

c. For installation payments made by the third party, disbursement should be issued at periodic intervals (3 or 6 months) to the postal employee until the total expected monies from the third party are collected.

Note. Form 2556, *Third Party Statement of Recovery* and Form 2557, *Employee's Third Party Recovery Statement* are being revised to reflect DOL's new policy. Information concerning the availability of these forms will be published in a future POSTAL BULLETIN.

Revisions to section 545.87 will be incorporated in a future issue of the ELM.

—Employee Relations Dept., 10–9–86.

Exhibit 545.857a1—Sample Letter A

UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

File Number:
Employee:
Date of Injury:

We have been advised that you have been retained to represent the above-named employee with respect to the third-party damage claim arising from the above-reference injury. Copies of the reports contained in our file are enclosed for your information. If OWCP disbursements have been made in this case, you will also find a statement showing the disbursements made to date. Also enclosed is Form 2556, Statement of Recovery, for your use. Upon request, we will furnish you an updated statement of disbursements, or copies of additional reports.

If you have any questions concerning the third party aspects of this case, or the obligations and responsibilities to protect the Government's lien imposed by Sections 8131 and 8132 of Title 5, United States Code, please contact.

_____ at _____
(Name) (Telephone No.)

Sincerely,

Enclosures

cc: District Office, OWCP

Exhibit 545.859a—Sample Letter E

UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

File Number:
Date of Injury:

Our records show that on the above date you sustained an injury under circumstances which may place liability for damages upon a party other than the United States.

Under the provisions of Section 8131 of Title 5, United States Code, the Secretary of Labor can and will require a workers' compensation beneficiary to prosecute an action for damages in his/her own name when injury or death occurs under circumstances which indicate legal liability to pay damages on a party other than the Government. When damages are recovered from such a party, the beneficiary must, out of the damages recovered, reimburse the United States for any payments made to the beneficiary or on the beneficiary's behalf. Nevertheless, in all cases you will be entitled to a minimum of 20% of the net recovery.

For our records, a statement is required from you as to whether you have presented a claim for damages as a result of this injury against anyone other than the Postal Service or the Office of Workers' Compensation Programs (OWCP). It is requested that you answer the questions on the enclosed Form 2559, Third Party Claim-Information Request, and promptly return it to this office.

If you have initiated a third-party action, you should contact us for a statement of any OWCP disbursements made to you or on your behalf before you make a final settlement. These disbursements must be repaid from any recovery you make from the third party (the person or persons responsible for the injury).

If you wish to discuss this matter or desire to assist you, please contact

_____ at _____
(Name) (Telephone No.)

Sincerely,

Enclosure
cc: District Office, OWCP

Exhibit 545.873a—Sample Letter G

UNITED STATES POSTAL SERVICE
475 L Enfant Plaza, SW
Washington, DC 20260

(DATE)

SUBJECT: Recovery Disbursements—Third Party Settlement

TO: Disbursing Officer
(Applicable Accounting Office)

The enclosed check/money order in the amount of $_____
represents settlement of a third party claim for:

Name:
SSN
OWCP Case No.:

These funds are forwarded for disposition (see attached Form 2556 or 2557 for amount of total recovery).

1. Amount due OWCP $_____

   Send check to:
   U.S. Department of Labor
   (applicable district office)

2. Amount due employee $_____

   Send check to:
   (Employee's name)
   c/o Injury Compensation Office

(signed) _____
Injury Compensation Supervisor/Specialist

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21587** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

010051	115835	303592	336011	441005	607637	752620	850049	926921
014300	117126	303601	336018	441466	620012	761021	850050	927143
014390	117235	303659	336023	452302	620013	761234	850414	927289
018115	117368	303688	336026	454150	620019	761316	850441	927331
018193	132115	314544	336042	461006	620020	770010	856010	927399
019033	142153	317120	336092	462061	631185	772072	856014	927403
021064	165038	325124	336111	462177	631337	773031	901091	937038
021282	191321	327060	336158	462191	631349	773033	901121	937099
021330	191436	328101	336168	462208	641263	773034	901467	941270
021388	191506	328117	336284	468041	658136	773035	901518	945218
021462	200417	328148	336285	480335	701502	777101	901569	948032
060033	207023	328149	336304	486031	701558	780030	901588	949030
065080	207074	328159	336365	486034	705006	780031	901614	950141
069343	207081	328166	336360	503167	708280	780033	901634	951229
070548	207083	329073	336852	503170	711084	780049	902400	954090
070550	207089	331621	337027	524064	711315	780051	907221	958133
070574	208053	331633	337151	524066	712144	780055	910201	958144
071567	208063	333759	338106	544200	713040	782226	910213	968178
073032	209005	334110	338107	551195	729034	782229	913365	968209
076085	212237	334216	339002	554540	731263	782278	913424	968215
100832	212238	335007	339012	577032	731301	782298	917022	968220
101015	212244	335024	358150	591190	731348	782335	917531	968221
101035	212272	335043	372196	597500	740011	782342	917680	968226
101118	232100	335055	372231	600029	741383	785090	921492	968227
101161	232117	335078	372256	600073	741399	787273	922059	968229
101298	280039	335086	372257	600380	741401	787309	924096	972290
101338	281046	335088	386012	600501	741420	787327	926616	973111
101454	282181	335144	402105	600613	741485	794130	926647	974045
101525	282208	335167	402155	601054	741507	794195	926660	981422
101673	282221	335198	402245	601239	741537	799155	926664	984071
101969	282242	335214	402253	601247	750029	801017	926758	988018
104023	282246	335215	402278	601604	750668	802512	926765	992032
105062	283134	335252	402281	602011	752519	802516	926827	992171
109121	294138	335274	402308	605417	752522	809028	926862	997107
109124	294159	335361	411001	607099	752523	809033	926872	
110028	295059	335553	405060	607115	752572	832107	926874	
111073	297009	335571	405063	607571	752589	836100	926877	
113059	303443	335590	405066	607597	752607	841243	926903	
114092	303583	336010	405067	607599	752611	844008	926911	

—Marketing Dept., 10-9-86.

Insured mail must bear the complete Names, Addresses, and ZIP Codes of Sender and Addressee

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition*, to the Eastern Area Supply Center, Somerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21589

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21589—October 16, 1986—16 Pages

5.5-CENT STAR ROUTE TRUCK COIL STAMP

The 5.5-cent Star Route Truck coil stamp will be placed on sale November 1, 1986, in Fort Worth, TX. This denomination meets the rate for nonprofit, third-class mail presorted to the carrier route which became effective on April 20, 1986.

Do Not Sell Before November 3, 1986

NEWARK PUBLIC LIBRARY

OCT 2

U. S. GO

DEPOSITORY

Copyright material has been deleted; not available for Microfiche Edition.

Issued in coils of 500 (uncanceled).
Coils of 500 and 3,000 (precanceled).
Collector information is on page 9.

Supply. An automatic distribution of the coils of 500 will be made to post offices with authorized philatelic centers. The automatic distribution is based on the Bureau of Engraving and Printing's four-position schedule for a 50-subject commemorative stamp. Accordingly, the quantities of coils to be furnished are as follows:

Offices receiving four position stock in these quantities	Will receive coils in these quantities
20,000	50
40,000	100
125,000	200
250,000	800

Precanceled Bulk Quantities. Post offices with 950 or more revenue units requiring this stamp in precanceled form should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing. Orders must be submitted in the following quantities: coils of 500 (*item No. 754*) 200, 400, and multiples of 400 to maximum of 2,000; coils of 3,000 (*item No. 755*) 32, 64, and multiples of 64 to maximum of 768. See Section 523.13d, *F-1 Handbook Financial Handbook for Post Offices*, for proper procedures when ordering precanceled stamps. The memorandum described in that section must accompany Form 3356.

Less-than-bulk Quantities. All post offices requiring less than the above bulk quantities of precanceled stamps should requisition them immediately from their designated Stamp Distribution Offices on separate Forms 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—Marketing Dept., 10-16-86.

IMM Revision

Express Mail International Service—Malaysia

Express Mail International Service to Malaysia is now available to the city of Petaling Jaya Selangor. The following is the complete list of Malaysian cities to which Express Mail International Service is now available:

Kuala Lumpur
Penang
Petaling Jaya Selangor

A future revision to the INTERNATIONAL MAIL MANUAL will reflect this information.

—Marketing Dept., 10-16-86.

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P1.3:

DMM Revision

PS Form 103, *Originating Franked Mail*

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 137.153 and 137.154 are revised to change the forwarding procedures for Form 103, *Originating Franked Mail*.

The DMM is revised as follows:

137 Official Mail

* * * * *

.15 Forwarding Mailing Records for Franked Mail

* * * * *

.153

a. Post offices, stations and branches *regularly* serving Congressional district offices must forward their Forms 103, for each accounting period, in time to reach their Management Sectional Center (MSC) no later than one working day after the close of the accounting period.

b. The MSCs must then forward the forms to their Divisions no later than one working day after receipt of the forms.

c. The Divisions must forward the forms to their Rates and Classification Centers (RCC) no later than one working day after receipt of the forms.

d. These post offices, stations and branches *must* submit negative reports on Form 103 when no reportable franked mail items are processed during an accounting period.

.154 Post offices ***not*** regularly serving a local Congressional office must report the volume of any occasional franked mailing made at their offices. They must also report data on mailing lists submitted for correction by an authorized user of the frank. These reports may be made on Routing Slips or by memorandum. Post offices must make these reports to their MSCs at the end of any accounting period during which frank mailings occurred or mailing lists were corrected. These post offices are *not* required to submit negative reports.

These revisions will be included in a future issue of the DMM.

—Rates & Classification Dept., 10–16–86.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 176

Keep all foreign order notices for use as reference.

Tentative Order. A tentative *Lottery Order* has been issued against the following:

CANADA

Can Win
P.O. Box 67200
Station O
Vancouver, BC
Canada V5W 3Y8

Final Orders. The tentative *Lottery Order* issued against the following has become final:

CANADA

Granger of Canada
P.O. Box 46500
3760 W. 10th Ave.

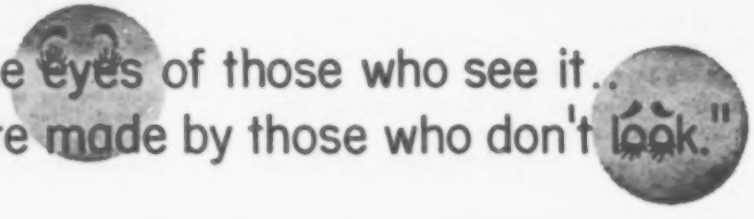
and

Robert Julen
P.O. Box 46500
Postal Station G
3760 W. 10th Ave.
Vancouver, BC
Canada V6R 4G7

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 10–16–86.*

Handle indemnity claims and claim status inquiries promptly



PROCESSING CHANGES FOR PERSONNEL AND PAYROLL RELATED FORMS

Beginning with Pay Period 23, October 25, 1986, significant changes will be made to the processing, retention and disposal of specific personnel- and payroll-related forms affecting employees' pay, withholdings and deductions. The following paragraphs address affected documents, the actions required and the respective responsible office.

• Personnel Actions—PS Form 50

Existing procedures for processing personnel actions will continue unchanged, except for new appointments' income tax withholding or exemption certificates (*see next paragraph*).

• Income Tax Withholding or Exemption Certificates (Federal, State and Local)—Forms W-4, W-15, PS-4, etc.

The ELRIC will no longer process new employees' income tax withholding or exemption certificates (W-4, W-15, PS-4, etc.). All income tax withholding or exemption certificates for appointment actions will be processed at the servicing DDE/DR site, and then filed on the permanent side of the employee's OPF.

At DDE/DR sites, tax certificates submitted by current employees will be processed at the servicing DDE/DR site, and then filed on the permanent side of the employee's OPF.

At non-DDE/DR sites, the tax certificates will be submitted to the Minneapolis or New York, PDC, as appropriate. The Minneapolis PDC will process the forms and return them to the originating office for filing in the employee's OPF. The New York PDC will process the forms and continue to file them in the employee's payroll audit folder through their period of payroll consolidation.

IRS regulations require that the most current withholding exemption certificates be kept on file until superseded by a later change. The superseded (old) certificate(s) must then be retained for four years from the date the current form was filed. Tax certificates may be purged from OPFs only in accordance with this rule.

Copies of W-4s claiming in excess of 14 allowances or total exemption from withholding will continue to be forwarded to either the Minneapolis or New York PDC, as appropriate, for mailing to the IRS.

Letters received from the IRS, directing changes to an employee's number of withholding allowances, will be processed at the appropriate PDC and forwarded to the appropriate office for filing in the employee's OPF.

• Health Benefits Forms—SFs 2809/2810

Upon verification of input, the DDE/DR site will forward the *carrier* copy of these forms to the servicing PDC. The *payroll* copy will be retained at the DDE/DR site for two pay periods. Non-DDE/DR sites will continue to forward the *carrier* and *payroll* copies to the servicing PDC for processing. The New York PDC will cease filing the payroll copies in the audit folder in Pay Period 23-86. Copy 3 of the health benefits forms will continue to be filed on the permanent side of the OPF.

Forms 2809/2810 for the 1986-87 open season will be processed at the Minneapolis and New York Postal Data Centers only. Forms normally processed at the San Mateo PDC will be processed at Minneapolis.

• Union Dues Authorizations/Revocations—PS Forms 1187/1188

All dues withholding authorizations and/or revocations will be filed on the permanent side of the employee's OPF. The processing site, whether a DDE/DR site or the PDC, will return the form(s) to the appropriate office for filing in the OPF. Retain Form 1187 until it is revoked, and then for two additional years from the date of revocation. Retain Form 1188 for two years from the date of revocation.

Copies of the PS Form 1188 intended for the union as notification of employee intent to cancel will be returned to the initiating office for transmittal to the union.

Forms 1187/1188 or notices of revocation requiring a payroll adjustment will continue to be sent to the PDC for processing. The forms, however, will be returned for filing in the OPF.

• Savings Allotments or Net-to-Bank Authorizations—PS Form 3076, SF 1199A

The processing site, whether DDE/DR or PDC, will retain the processed forms in a subject folder by pay period for 13 pay periods. The New York PDC will continue to file the forms in the employee's payroll audit folder through their period of payroll consolidation.

• Savings Bond Authorizations—SF 1192

These forms will be retained in a subject folder by pay period at the processing site (DDE/DR or PDC) for 13 pay periods. The New York PDC will continue to file the forms in the employee's payroll audit folder through their period of payroll consolidation.

• Change of Mailing Address Forms—PS Form 1216

Upon verification that address changes have been made, the processing site will destroy the form. A copy will be filed on the temporary side of the employee's OPF.

• **Combined Federal Campaign Cards**

The 1986–87 campaign will be processed by the PDC, cards will be retained at the PDCs through Pay Period 13–87. Retention of the cards in succeeding years will also be held through Pay Period 13.

• **Terminal Leave Worksheets—PS Form 2246**

The PDCs will cease filing these forms in the employee's payroll audit folder in Pay Period 23–86. A copy, however, must be filed in the permanent side of the employee's OPF. A copy of the Form 2246 should be submitted to the PDC when an employee is reinstated or reappointed.

• **Leave Transfer Data Forms—SF 1150**

Forms received from other federal agencies reflecting leave data on employees transferring *to* the U.S. Postal Service will be filed in a subject folder at the PDC and retained for three years. Copies of forms provided to other federal agencies for employees transferring *from* the U.S. Postal Service will not be retained. The New York PDC will continue to file these forms in the employee's payroll audit folder through their period of payroll consolidation.

• **Statement of Prior Service—PS Form 144**

• **Life Insurance Election—SF 2817**

Copies of these forms will not be forwarded to the servicing PDC. A copy, however, will be filed on the permanent side of the employee's OPF.

• **Advance Sick Leave Authorizations—PS Form 1221**

These forms will be processed at the PDC, filed in a subject folder and retained for three years. The New York PDC will continue to file these forms in the employee's payroll audit folder through their period of payroll consolidation.

• **Official Rural Route Descriptions—PS Form 4003**

The processing site, whether DDE/DR or PDC, will retain the forms for four pay periods after the change has been made.

• **Rural Delivery Statistics Reports—Form 4241**

The processing site, whether DDE/DR or PDC, will return the forms to the MSC for filing.

• **Leave Buy Back Worksheets—CA Form 1207**

The form and related documents will be retained in a subject folder for three years at the PDC. The New York PDC, however, will continue to file the forms in the employee's payroll audit folder through their period of payroll consolidation.

• **Tax Levy Forms—TD Form: 668–W, 2159**

The forms will continue to be processed at the PDC, and will be retained in a subject folder for one year after liquidation of the levy. The New York PDC will continue the existing filing practice through their period of payroll consolidation.

• **Agreement to Liquidate Indebtedness—PS Form 3239**

• **Commercial Garnishment—Child Support/Alimony—PS Forms 1242, 1242A**

Forms will be processed at the PDC, filed in a subject folder and retained for six months after completion of payments. The New York PDC will continue the existing filing practices through their period of payroll consolidation.

• **Nonduty/Nonpay Status Forms—PS Form 6075 (Form 7)**

The PDC will retain the form in a subject file until the case is adjudicated, and will then discard.

• **Unemployment Compensation Forms—Forms ES 931, 934, 936, PS 2342, 6803**

Beginning with Pay Period 23–86, the copies of these forms will not be retained at the PDC. Copies will be discarded upon completion and notification to the appropriate agency.

• **Requests for Adjustment—PS Forms 2240, 2240R, 2243**

Forms will be returned to the initiating office, filed with the timecard for the period adjusted and retained for three years.

• **Special TCP—PS Form 3185**

• **Monetary Adjustments—PS Form 2248**

The processing PDC will retain the forms in a subject folder for three years from the pay period processed. The New York PDC, however, will continue to file the forms in the employee's payroll audit folder through their period of payroll consolidation.

• **Canceled Checks/Accounts Receivable—PS Forms 1903 and Related Waivers**

Forms will be processed at the PDC, filed in a subject folder and retained for one year after completion of payments/canceled check. The New York PDC will continue to file the forms in the employee's payroll audit folders through their period of payroll consolidation.

• **Fourth Class Timecards—PS Form 1377**

Forms processed by CTAP facilities will be returned to the associate office for retention. Forms processed by the PDC will be retained at the PDC. In either event, the retention is three years.

- **Death Claims**
- **Back Pay Awards**
- **Severance Pay**

These special payment conditions require that the paperwork and related forms be retained in a subject file at the PDC for one year after the last payment. The New York PDC will be required to file the documents in the audit folders through their period of payroll consolidation.

Existing instructions pertinent to the processing, retention and disposal of forms referenced above will be amended to reflect these changes. All personel concerned with the processing of the forms should be made aware of this instruction.

—Dept. of the Controller & Employee Relations Dept., 10-16-86.

Reminder

REQUISITIONING OF SUPPLIES FROM THE WESTERN AREA SUPPLY CENTER

With the view toward improving supply support, the present cyclic ordering procedure for obtaining supplies is waived.

On March 3, 1986, all postal installations served by the Western Area Supply Center were authorized to order their supplies on an as-needed basis and disregard the cyclic requisitioning schedule.

A like ordering procedure was initiated at the Eastern Area Supply Center in July 1985. The procedure is to continue.

The need for offices to maintain a large inventory of supplies will no longer be necessary with this new ordering procedure. The turnaround time from supply center receipt of orders to delivery is about 15 days. Accordingly, offices should maintain no more than a 1-month level of supplies.

A survey form will be shipped with each supply order. Postal installations are to complete and return the form promptly.

—Procurement & Supply Dept., 10-16-86.

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/city	Names covered	Product
FL, Boca Raton 33432-2845 ...	Video Eye, 1200 North Federal Highway, Suite 200.	Advertisements offering video equipment to the public.

—Judicial Officer, 10-16-86.

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

CANADA-U.S. MONEY ORDER CONVERSION RATES

Effective immediately, the rate for money orders ISSUED for payment in CANADA will be 1.00 U.S. Dollar equals 1.38 Canadian. However, postal employees must use a more current rate when a customer wishes to purchase money orders payable in Canada with a total value in excess of $3,200. The current Canadian exchange rate may be obtained by calling (PEN or 314) 436-5099. If you have any other questions regarding money orders, call (PEN or 202) 268-5181. When a money order is issued for payment in Canada the issuing employee must enter the Canadian dollar amount in the "USED FOR" block of the money order. Use the table on page 7 to convert from U.S. dollars to Canadian, or the table below to convert from Canadian dollars to U.S.

CANADA-U.S. MONEY ORDER CONVERSION RATES

Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.
$0.01	$0.01	$0.51	$0.37	$1.00	$0.72	$51.00	$36.96
0.02	0.01	0.52	0.38	2.00	1.45	52.00	37.68
0.03	0.02	0.53	0.38	3.00	2.17	53.00	38.41
0.04	0.03	0.54	0.39	4.00	2.90	54.00	39.13
0.05	0.04	0.55	0.40	5.00	3.62	55.00	39.86
0.06	0.04	0.56	0.41	6.00	4.35	56.00	40.58
0.07	0.05	0.57	0.41	7.00	5.07	57.00	41.30
0.08	0.06	0.58	0.42	8.00	5.80	58.00	42.03
0.09	0.07	0.59	0.43	9.00	6.52	59.00	42.75
0.10	0.07	0.60	0.43	10.00	7.25	60.00	43.48
0.11	0.08	0.61	0.44	11.00	7.97	61.00	44.20
0.12	0.09	0.62	0.45	12.00	8.70	62.00	44.93
0.13	0.09	0.63	0.46	13.00	9.42	63.00	45.65
0.14	0.10	0.64	0.46	14.00	10.14	64.00	46.38
0.15	0.11	0.65	0.47	15.00	10.87	65.00	47.10
0.16	0.12	0.66	0.48	16.00	11.59	66.00	47.83
0.17	0.12	0.67	0.49	17.00	12.32	67.00	48.55
0.18	0.13	0.68	0.49	18.00	13.04	68.00	49.28
0.19	0.14	0.69	0.50	19.00	13.77	69.00	50.00
0.20	0.14	0.70	0.51	20.00	14.49	70.00	50.72
0.21	0.15	0.71	0.51	21.00	15.22	71.00	51.45
0.22	0.16	0.72	0.52	22.00	15.94	72.00	52.17
0.23	0.17	0.73	0.53	23.00	16.67	73.00	52.90
0.24	0.17	0.74	0.54	24.00	17.39	74.00	53.62
0.25	0.18	0.75	0.54	25.00	18.12	75.00	54.35
0.26	0.19	0.76	0.55	26.00	18.84	76.00	55.07
0.27	0.20	0.77	0.56	27.00	19.57	77.00	55.80
0.28	0.20	0.78	0.57	28.00	20.29	78.00	56.52
0.29	0.21	0.79	0.57	29.00	21.01	79.00	57.25
0.30	0.22	0.80	0.58	30.00	21.74	80.00	57.97
0.31	0.22	0.81	0.59	31.00	22.46	81.00	58.70
0.32	0.23	0.82	0.59	32.00	23.19	82.00	59.42
0.33	0.24	0.83	0.60	33.00	23.91	83.00	60.14
0.34	0.25	0.84	0.61	34.00	24.64	84.00	60.87
0.35	0.25	0.85	0.62	35.00	25.36	85.00	61.59
0.36	0.26	0.86	0.62	36.00	26.09	86.00	62.32
0.37	0.27	0.87	0.63	37.00	26.81	87.00	63.04
0.38	0.28	0.88	0.64	38.00	27.54	88.00	63.77
0.39	0.28	0.89	0.64	39.00	28.26	89.00	64.49
0.40	0.29	0.90	0.65	40.00	28.99	90.00	65.22
0.41	0.30	0.91	0.66	41.00	29.71	91.00	65.94
0.42	0.30	0.92	0.67	42.00	30.43	92.00	66.67
0.43	0.31	0.93	0.67	43.00	31.16	93.00	67.39
0.44	0.32	0.94	0.68	44.00	31.88	94.00	68.12
0.45	0.33	0.95	0.69	45.00	32.61	95.00	68.84
0.46	0.33	0.96	0.70	46.00	33.33	96.00	69.57
0.47	0.34	0.97	0.70	47.00	34.06	97.00	70.29
0.48	0.35	0.98	0.71	48.00	34.78	98.00	71.01
0.49	0.36	0.99	0.72	49.00	35.51	99.00	71.74
0.50	0.36			50.00	36.23	100.00	72.46
						200.00	144.93
						300.00	217.39
						400.00	289.86
						500.00	362.32
						600.00	434.78
						700.00	507.25

U.S.-CANADA MONEY ORDER CONVERSION RATES

U.S.	Canada	U.S.	Canada	U.S.	Canada	U.S.	Canada
$0.01	$0.01	$0.51	$0.70	$1.00	$1.38	$51.00	$70.38
0.02	0.03	0.52	0.72	2.00	2.76	52.00	71.76
0.03	0.04	0.53	0.73	3.00	4.14	53.00	73.14
0.04	0.06	0.54	0.75	4.00	5.52	54.00	74.52
0.05	0.07	0.55	0.76	5.00	6.90	55.00	75.90
0.06	0.08	0.56	0.77	6.00	8.28	56.00	77.28
0.07	0.10	0.57	0.79	7.00	9.66	57.00	78.66
0.08	0.11	0.58	0.80	8.00	11.04	58.00	80.04
0.09	0.12	0.59	0.81	9.00	12.42	59.00	81.42
0.10	0.14	0.60	0.83	10.00	13.80	60.00	82.80
0.11	0.15	0.61	0.84	11.00	15.18	61.00	84.18
0.12	0.17	0.62	0.86	12.00	16.56	62.00	85.56
0.13	0.18	0.63	0.87	13.00	17.94	63.00	86.94
0.14	0.19	0.64	0.88	14.00	19.32	64.00	88.32
0.15	0.21	0.65	0.90	15.00	20.70	65.00	89.70
0.16	0.22	0.66	0.91	16.00	22.08	66.00	91.08
0.17	0.23	0.67	0.92	17.00	23.46	67.00	92.46
0.18	0.25	0.68	0.94	18.00	24.84	68.00	93.84
0.19	0.26	0.69	0.95	19.00	26.22	69.00	95.22
0.20	0.28	0.70	0.97	20.00	27.60	70.00	96.60
0.21	0.29	0.71	0.98	21.00	28.98	71.00	97.98
0.22	0.30	0.72	0.99	22.00	30.36	72.00	99.36
0.23	0.32	0.73	1.01	23.00	31.74	73.00	100.74
0.24	0.33	0.74	1.02	24.00	33.12	74.00	102.12
0.25	0.35	0.75	1.04	25.00	34.50	75.00	103.50
0.26	0.36	0.76	1.05	26.00	35.88	76.00	104.88
0.27	0.37	0.77	1.06	27.00	37.26	77.00	106.26
0.28	0.39	0.78	1.08	28.00	38.64	78.00	107.64
0.29	0.40	0.79	1.09	29.00	40.02	79.00	109.02
0.30	0.41	0.80	1.10	30.00	41.40	80.00	110.40
0.31	0.43	0.81	1.12	31.00	42.78	81.00	111.78
0.32	0.44	0.82	1.13	32.00	44.16	82.00	113.16
0.33	0.46	0.83	1.15	33.00	45.54	83.00	114.54
0.34	0.47	0.84	1.16	34.00	46.92	84.00	115.92
0.35	0.48	0.85	1.17	35.00	48.30	85.00	117.30
0.36	0.50	0.86	1.19	36.00	49.68	86.00	118.68
0.37	0.51	0.87	1.20	37.00	51.06	87.00	120.06
0.38	0.52	0.88	1.21	38.00	52.44	88.00	121.44
0.39	0.54	0.89	1.23	39.00	53.82	89.00	122.82
0.40	0.55	0.90	1.24	40.00	55.20	90.00	124.20
0.41	0.57	0.91	1.26	41.00	56.58	91.00	125.58
0.42	0.58	0.92	1.27	42.00	57.96	92.00	126.96
0.43	0.59	0.93	1.28	43.00	59.34	93.00	128.34
0.44	0.61	0.94	1.30	44.00	60.72	94.00	129.72
0.45	0.62	0.95	1.31	45.00	62.10	95.00	131.10
0.46	0.63	0.96	1.32	46.00	63.48	96.00	132.48
0.47	0.65	0.97	1.34	47.00	64.86	97.00	133.86
0.48	0.66	0.98	1.35	48.00	66.24	98.00	135.24
0.49	0.68	0.99	1.37	49.00	67.62	99.00	136.62
0.50	0.69			50.00	69.00	100.00	138.00
						200.00	276.00
						300.00	414.00
						400.00	552.00
						500.00	690.00
						600.00	828.00
						700.00	966.00

—Office of the Treasurer, 10-16-86.

Copyright material has been deleted, not available for Microfiche Edition.

Copyright material has been

deleted; not available for

Microfiche Edition.

Star Route Truck Regular Coil Stamp

An antique star route truck will be featured on a 5.5-cent Transportation Series coil stamp to be issued November 1 in Fort Worth, Texas. The 5.5-cent denomination represents the rate for nonprofit, third-class mail presorted to the carrier route.

The stamp will be produced in mint and precanceled varieties. The precanceled version will include the legends, "Car-Rt Sort" and "Nonprofit Org.," which will be printed in black type.

The design was prepared in pen-and-ink by Charlotte, North Carolina, artist David K. Stone. Mr. Stone also designed a number of other issues in the Transportation Series, including the 1-cent Omnibus, 5.9-cent Bicycle and 18-cent Surrey stamps.

Procedures for ordering first day cancellations are as follows:

Customers affixing stamps: Customers are encouraged to purchase the Star Route Truck stamps and affix them to their envelopes. Covers with stamps already affixed will be given preferential service. The stamp will be sold at all philatelic centers, but as a limited use item, it may not be available at post offices which do not have designated philatelic outlets.

At least 16.5 cents additional postage must be affixed to covers to meet the minimum First-Class letter rate. Uncanceled stamps issued prior to November 1 may be used, but covers bearing stamps issued after that date will be returned unserviced.

Precanceled Star Route Truck stamps may be affixed to covers, but at least 22 cents in mint, unprecanceled postage also must be affixed to receive first day cancellations. At least one unprecanceled Star Route Truck stamp must be included. Covers should be addressed on the right side at least ⅝ of an inch up from the bottom, with stamps affixed in the upper right corner approximately ¼ inch from the top and right edge.

Requests must be postmarked by November 29 and addressed: CUSTOMER-AFFIXED ENVELOPES, STAR ROUTE TRUCK STAMP, POSTMASTER, FORT WORTH, TX 76101-9991. No remittance is required.

Postal Service affixing stamps: Except for affixing stamps and addressing orders, follow the procedures above. The Postal Service will use four Star Route Truck stamps to make the First-Class rate. The cost is 22 cents per envelope, and personal checks in the exact amount will be accepted up to the limit of 50 covers. Orders should be postmarked by November 29 and addressed: STAR ROUTE TRUCK STAMP, POSTMASTER, FORT WORTH, TX 76101-9992.

A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–29
Remove after November 29

PLEASE POST ON BULLETIN BOARD

This Office
Will Be Closed
Veterans Day
November 11, 1986

This Office
Will Be Closed
Veterans Day
November 11, 1986

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21585 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder—check for altered dollar amounts by holding money order to the light.***

269 419 8661 to 8699
271 186 6453 to 6463
279 022 5467 to 5499
280 255 8618 to 8647
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
282 336 2000 to 2499
282 532 1100 to 1199
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru 297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru 300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
301 424 3477 to 3499
302 000 0000 thru 302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 353 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 116 6533 to 7499
349 389 9242 to 9299
349 615 0000 to 0099
349 910 0000 to 0399
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 257 2100 to 2199
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
361 974 6812 to 6999
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
363 965 7892 to 7999
364 467 6102 to 6199
364 826 1081 to 1099
365 512 9428 to 9499
365 693 4200 to 4299
365 842 7960 to 7999
365 997 7565 to 7699
366 205 2072 to 2099
366 772 6702 to 6799
366 998 7669 to 7681
367 303 6006 to 6099
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
367 519 6700 to 6899
368 371 3923 to 3999
368 854 6200 to 6299
369 674 8141 to 8199
369 718 3783 to 3799
370 193 8257 to 8299
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21588** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

009567	112311	303659	335553	441466	641236	761021	850049	926903
010051	113059	303688	335571	451002	641252	761234	850050	926911
010059	113080	303734	335590	452302	641253	761316	850414	926921
014300	114092	303748	335597	454150	641263	770010	850441	927143
014390	115835	303775	336010	461006	641267	770475	856010	927289
018115	117126	303817	336011	462061	641271	770526	856014	927331
018164	117368	314544	336018	462177	641281	772072	856027	927399
018188	132115	317120	336023	462208	641283	772197	901091	927403
018193	142153	325124	336026	468041	641291	772250	901121	937038
019033	165038	327060	336042	486031	641293	772265	901467	937099
021064	170091	328117	336092	486034	641301	773031	901489	941270
021282	191321	328148	336111	503167	641307	773033	901518	945218
021330	191436	328149	336158	503170	641318	773034	901569	946075
021388	191506	328159	336168	522005	641333	773035	901588	948032
021462	193129	328166	336284	524064	641354	777101	901614	949030
021486	193139	329073	336285	524066	641364	780030	901634	950141
060033	200417	331621	336304	544200	658136	780031	902207	950145
065080	207016	331633	336360	549052	701502	780033	902361	951229
069208	207074	331688	336365	551195	701558	780049	910201	954090
069343	207089	331782	336852	577032	708280	780055	910204	958133
070548	212237	333312	337027	591180	711084	780056	910210	958144
070550	212238	333759	337151	591190	711253	782226	910213	968178
071496	212244	334033	339002	600029	711315	782278	913365	968209
071567	212272	334110	339012	600073	712144	782298	913441	968215
073032	232100	334216	339307	600501	713040	782335	917022	968220
076085	232117	335007	358150	600613	729034	782342	917531	968221
089083	280039	335024	372231	601054	731263	784118	917650	968227
100832	281046	335043	372256	601239	731301	785090	917680	968229
101015	282181	335055	372257	601241	731348	787273	921362	972188
101035	282208	335078	374091	601604	740011	787309	921492	972290
101117	282221	335088	386012	602011	741383	787327	921507	973111
101118	282242	335098	402155	605417	741399	787391	922059	974045
101161	282246	335144	402245	607115	741401	794130	924096	981422
101298	283134	335145	402253	607571	741420	794195	926616	984071
101338	294138	335146	402278	607597	741485	799155	926647	988018
101454	294159	335167	402281	607599	741507	801017	926660	992032
101525	295059	335198	402308	620012	741537	802512	926664	992171
101673	296108	335200	405060	620013	750029	802516	926758	997107
105062	296141	335204	405063	620019	752519	809028	926765	
109121	297009	335214	405066	620020	752523	809033	926827	
109124	303443	335215	405067	631185	752572	832107	926862	
110028	303583	335252	411001	631300	752607	836100	926872	
111061	303592	335274	432132	631337	752611	841243	926874	
111073	303601	335361	441005	631349	752620	844008	926877	

—Marketing Dept., 10–16–86

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21579 article.

459,203,201 to 3,300
459,219,301 to 9,900
459,831,901 to 2,500
460,008,060 to 8,075
461,137,601 to 7,900
461,170,981 to 1,000
461,304,906 to 5,100
461,393,102 to 3,400
461,757,001 to 7,500
461,882,656 to 3,200
462,378,501 to 8,600
463,196,321 to 6,340
463,221,045 to 1,200
463,312,700 to 2,800
463,792,231 to 2,300
465,721,001 to 1,200
466,469,490 to 9,500
467,078,146 to 8,400
467,224,173 to 4,200
467,229,732 to 9,800
467,245,501 to 6,000
467,246,033 to 6,100
468,399,981 thru 468,400,000
469,281,701 to 1,800
469,899,682 to 9,720
470,922,901 to 3,300
472,349,101 to 9,600
472,395,284 to 5,400
474,094,501 to 4,800
474,155,876 to 5,900
475,972,101 to 2,160
475,977,186 to 7,240
476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
488,553,870 to 4,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
509,073,646 to 5,100
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
513,795,458 to 5,500
515,697,926 to 7,929
515,790,190 to 0,230
515,892,011 to 2,020
516,649,101 to 9,200
516,882,201 to 2,300
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
520,736,961 to 7,000
521,995,972 to 996,008
522,798,708 to 8,800
523,727,009 to 7,100
525,483,962 to 4,000
525,774,402 to 4,600
526,389,501 to 9,600
526,389,972 to 390,000
528,910,726 to 0,900
531,847,601 to 7,700
532,401,823 to 1,900
532,464,390 to 4,600
533,820,480 to 0,496
533,820,501 to 0,599
536,606,101 to 6,300
537,614,901 to 5,600
539,989,721 to 9,800
539,991,061 to 1,100

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. **Missing Issues.** To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. b. **Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition*, to the Eastern Area Supply Center, Somerville, NJ 08877-9991. c. **Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 d. **Address Changes.** Same as 1-c.	a. **Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 b. **Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. c. **Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. d. **Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (If used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21590

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880 PB 21590—October 23, 1986—56 Pages

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1987 COMBINED FEDERAL CAMPAIGN

A Message From the Postmaster General

The 1987 Combined Federal Campaign will begin this month, and I urge all members of our Postal Service family to generously support this effort. Our support of this year's campaign will help the many voluntary health and welfare organizations assisted by the CFC to "Make a Dream Come True" for others.

Your personal support, spirit of giving and involvement are immeasurable assets to our campaign and its success. As CFC chairman for the Postal Service, I am proud that we have been among the leading contributors to CFC. I know we will continue this tradition, because the needs of the organizations we support are growing.

I also would like to remind you that some of the voluntary CFC agencies may appeal for contributions directly, but in keeping with our past practice, we will not permit them to seek support from our employees inside postal facilities.

When you receive your CFC pledge card, please respond. The card allows you to write in any health or welfare agency which has received tax-exempt status from the Internal Revenue Service. Your local CFC campaign may provide you with a list of these voluntary agencies, and if you desire, you may designate one or more of these agencies to receive your gift. As always, you have the convenient option of contributing your share through a payroll deduction.

Again, please join me in supporting what has become a partnership in caring between the Postal Service and those who are, perhaps, less fortunate. Our generous contributions to the Combined Federal Campaign will help to alleviate the unmet needs and suffering of the world community.

Thank you.

Preston R. Tisch

PRESTON R. TISCH,
Postmaster General of the United States.

Treasury Department Checks

November Social Security supplemental income checks and VA compensation and pension checks normally delivered on the first of the month are scheduled to be delivered on Friday, October 31.

The supplemental security income checks will be released to the Postal Service by the Austin, Birmingham, Chicago, Kansas City, Philadelphia and San Francisco Financial Centers (AFC, BFC, CFC, KFC, PFC, SFC) and the VA Compensation and Pension checks will be released by the AFC. The envelopes will bear the legend:

> Postmaster: Requested delivery date is the 31st day of the month.

The civil service annuity, public debt interest and railroad retirement checks are to be delivered on Saturday, November 1. The railroad retirement checks will be released from AFC, BFC, CFC, KFC, PFC, and SFC. The civil service annuity and public debt interest checks will be released from the CFC. The envelopes will bear the legend:

> Postmaster: Requested delivery date is the 1st day of the month or the first delivery day thereafter.

Postmasters and supervisors are asked to plan to complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 10–23–86.*

Accidents don't just happen— They are caused

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PI. 3:

DMM Revision

Duplicate Return Receipts

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 932.43 is added to clarify that the Postal Service will provide mailers Form 3811–A, *Request for Return Receipt (After Mailing)*, free if a mailer does not receive return receipt service for which the fee has been paid. Alternatively, the mailer may request in writing a copy of the actual delivery record. In such cases, the fee will be waived if the mailer provides proof that the fee for return receipt service was paid at the time of mailing.

DMM 914.11 is also revised to make it clear that return receipt and restricted delivery services are also available for collect-on-delivery (COD) mail.

The DMM is amended as follows:

914 Collect on Delivery Mail

914.1 Description

.11 Purpose. Customers may mail an article for which they have not been paid and have the price and the cost of the postage collected from the addressee when the article is delivered. This is *collect-on-delivery* or COD service. The amount collected is returned to the mailer by a postal money order. The fees for COD service include insurance against loss, rifling, or damage to the article and failure to receive the amount collected from the addressee. Return receipt and restricted delivery services are available upon payment of the prescribed fees (see 932 and 933).

* * * * *

932 Return Receipts

* * * * *

932.4 Procedures at Office of Delivery

* * * * *

.43 Failure to Provide Return Receipt

A mailer who does not receive return receipt service for which the fee has been paid may, under the provisions of 932.33, request a duplicate return receipt, free of charge, by completing Form 3811–A, *Request for Return Receipt (After Mailing)*. Alternatively, the mailer may request in writing a copy of the actual delivery record. In such cases, the fee will be waived if the mailer provides proof that the fee for return receipt service was paid at the time of mailing.

These changes will be incorporated into a future revision to the DMM.

—Rates & Classification Dept., 10–23–86.

All Personnel Processing Mail For Dispatch Abroad

Foreign Order No. 177

Keep all foreign order notices for use as reference.

Final Order. The tentative *Lottery Order* issued against the following has become final:

CANADA

Empress Marketing
Box 80565
6025 Sussex
Burnaby, B.C.
Canada V5H 3X9

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.*—Judicial Officer, 10–23–86.*

Vending Machine Shortages

The Inspection Service has discovered instances of improper recording of vending machine shortages. Handbook F–1, *Financial Handbook for Post Offices*, Section 582, requires that only the net balance of shortages up to $50 be entered as a write-in to AIC 621, Postage Vending Machine Shortage. Shortages in excess of $50 must be submitted as a claim for loss in accordance with Subchapter 450, F–1 Handbook.

—Office of Accounting, 10–23–86.

Posting of Annual Summary of Occupational Injuries and Illnesses

During the month of October, all field offices having 100 work years or more of employment in the regular work force should receive National Accident Reporting Statistics (NARS) Report PBA030P1, Post Office Totals. According to OSHA regulations, the report must be posted for employees to see between November 14 and December 14 and retained for 5 years thereafter.

—Office of Safety & Health, 10–23–86.

Pile sacks evenly to avoid damage and to conserve space

1986 COMMEMORATIVE MINT SET—ITEM NO. 886

Reminder: The *1986 Commemorative Mint Set* will go on sale October 25, 1986, the day after the last 1986 commemorative stamp is issued (see POSTAL BULLETIN, 9/25/86). Based on requests from the field, the on-sale date of the 1986 edition was advanced nearly a month over previous years to allow offices more time to take advantage of the high sales period before the holidays. The initial supply of the albums and stamp packets was shipped to all Stamp Distribution Offices (SDOs) last week. Additional shipments of both will be made to SDOs in the coming weeks.

Please note that the item number for this product has been changed from No. 866 to 886. This change is reflected on the stamp packets and the cartons containing them. However, the cartons containing the albums reflect the previous No. 866.

Promotional support for the 1986 **Mint Set** includes a lobby poster which was shipped to CAG A–H offices on October 15, 1986. In addition, a quantity of discount coupons and a lobby take-one display also have been shipped to each CAG A–H office. The coupons and display promote the **Mint Set** at a discounted price of $9.50 which will be in effect until February 28, 1987. After that date, the **Mint Set** will sell for $11.00. For accountability purposes, the Mint Sets are to be recorded into accountability at $9.50 each. (Instructions to revalue remaining inventories on March 1 to $11.00 will appear in a future POSTAL BULLETIN.) The discount offer is designed to encourage early sales of the **Mint Set** as well as to obtain names for use with future philatelic promotions.

Instructions for offices receiving the lobby display and discount coupons are as follows:

The display should be placed where customers can easily obtain the coupons before going to the window to make a purchase; do not place the display *at* the window.

When possible, keep a small supply of coupons at windows for customers who request the **Mint Set,** but do not present a coupon.

The coupons are not accountable items, and may be left out in the lobbies.

Customers should be encouraged, but are *not* required, to present a completed coupon in order to receive the **Mint Set** at the discounted price of $9.50. Also, having customers complete these coupons should not take precedence over long customer lines.

Only one coupon per customer is necessary regardless of the number of mint sets purchased.

Supervisors are to collect all coupons completed by customers and send them to:

Mint Set Coupon Promotion, Philatelic Marketing Division, Room 5630, Washington, D.C. 20260–6355.

It would be appreciated if this could be done on a monthly basis commencing December 1, 1986.

If additional supplies of coupons are needed, please write to the above address.

Some additional supplies of the coupons and displays are available. Therefore, offices which did not receive the materials, but wish to participate in the promotion, may write to the Philatelic Marketing Division at the above address.

—Marketing Dept., 10–23–86.

ACCEPTANCE OF 3.4-, 4.9-, AND 6.0-CENT STAMPS FOR SPECIAL BULK THIRD-CLASS MAILINGS

Permit holders may use 3.4-, 4.9-, and 6.0-cent precanceled stamps for special bulk third-class mailings until March 31, 1987, providing the additional postage is paid in accordance with the following rate information.

(a) The 3.4-cent stamp may be used for carrier route mailings which qualify for the 5.5-cent rate;

(b) the 4.9-cent stamp may be used for 5-digit mailings which qualify for the 7.1-cent rate; and

(c) the 6.0-cent stamp may be used for basic rate mailings which qualify for the 8.5-cent rate.

Mailers must pay the difference in postage between these stamps and the new rates before the mailing is accepted. To pay this difference, mailers may affix a postage meter stamp or tape to the individual pieces of mail, or affix regular postage stamps or a meter tape, for the total postage difference, rounded to the next higher full cent, to Form 3602–PC, *Statement of Mailing, Bulk Rates.* Weigh Room personnel will verify the computations on Form 3602–PC, assure that the proper additional postage is affixed, and cancel the postage stamps (if used).

—Rates & Classification Dept., 10–23–86.

READEX FICHE best copy available

Copyright material has been
deleted, not available for
Microfiche Edition.

OCTOBER 1986

Have you seen any of these children?

Participate in the NALC/USPS Child Alert program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.

Terrence Bruce Conner
Born: 02/28/79
Date missing: 11/14/83
From: Birmingham, Alabama

Amesha Nelson-Sturrup
Born: 06/05/81
Date missing: 03/27/86
From: Bloomington, Indiana

Charles Vincent Long III
Born: 12/08/75
Date missing: 04/19/81
From: Leonardtown, Maryland

Evamarie Fiedler
Born: 05/09/78
Date missing: 08/23/84
From: Somerville, New Jersey

Abimbola Oluseye Fadeyi
Born: 06/20/83
Date missing: 03/02/85
From: Arlington, Texas

Please Call the National Center for Missing and Exploited Children—
HOT LINE 1–800–843–5678

DMM Revision

FORWARDING PERIODS FOR FIRST-CLASS AND EXPRESS MAIL

This is a reminder that effective **October 21, 1986,** the forwarding period for First-Class and Express Mail reverted to 12 months. In October, 1983, the Postal Service amended the DOMESTIC MAIL MANUAL (DMM) to provide for retention of change of address information for eighteen months. In conjunction with that change, the forwarding period for First-Class and Express Mail was extended from 12 to 18 months "for a limited, three-year period in order to provide senders of those classes of mail an opportunity to improve the quality and the accuracy of their address lists." That grace period, as provided in DMM 291.1 and 391.2, automatically expired October 21, 1986.

Thus, the forwarding period for undeliverable-as-addressed (UAA) First-Class and Express Mail, returned to 12 months beginning October 22, 1986. Change of address information, provided on Form 3575, *Change of Address Order,* will continue to remain on file for 18 months. As a result, First-Class and Express Mail will now be forwarded during the first 12 months, dependent on the mailer endorsement, and returned to sender during months 13 through 18 with an address correction on the mail piece at no charge. This change was effective for all changes of address on file as of October 22, 1986.

The expiration of the forwarding grace period does not change instructions previously issued to city delivery carriers, rural delivery carriers and box section clerks. Delivery and box section personnel should continue to send all mail with valid COA's on file, including Moved, Left No Address and Box Closed—No Order to the appropriate Computer Forwarding System (CFS) or Central Mark-Up (CMU) site for processing, for a period of 18 months from the date the change order was effective.

As a consequence of this change, the following clarifying amendments are made to the DMM, effective immediately:

159 Undeliverable Mail

* * * * *

159.2 Forwarding

* * * * *

.213 Time Limit of Change of Address Order

a. Time Limit Specified by Addressee (may not exceed 12 months). Customers who are moving temporarily may have mail forwarded for a specific time period, but not to exceed 12 months. These customers must state beginning and ending dates in the change of address order. Customers should cancel the change of address order when they return to their old address or move to another permanent address within the specified period.

* * * * *

Chapter 2—Express Mail

* * * * *

291 Forwarding, Holding, and Return

291.1 Forwarding. *Delete Exception.*

* * * * *

Chapter 3—First-Class Mail

* * * * *

391 Forwarding

391.1 *Delete section number and title.*

392.2 *Delete entire section.*

These revisions will be included in a future issue of the DMM.

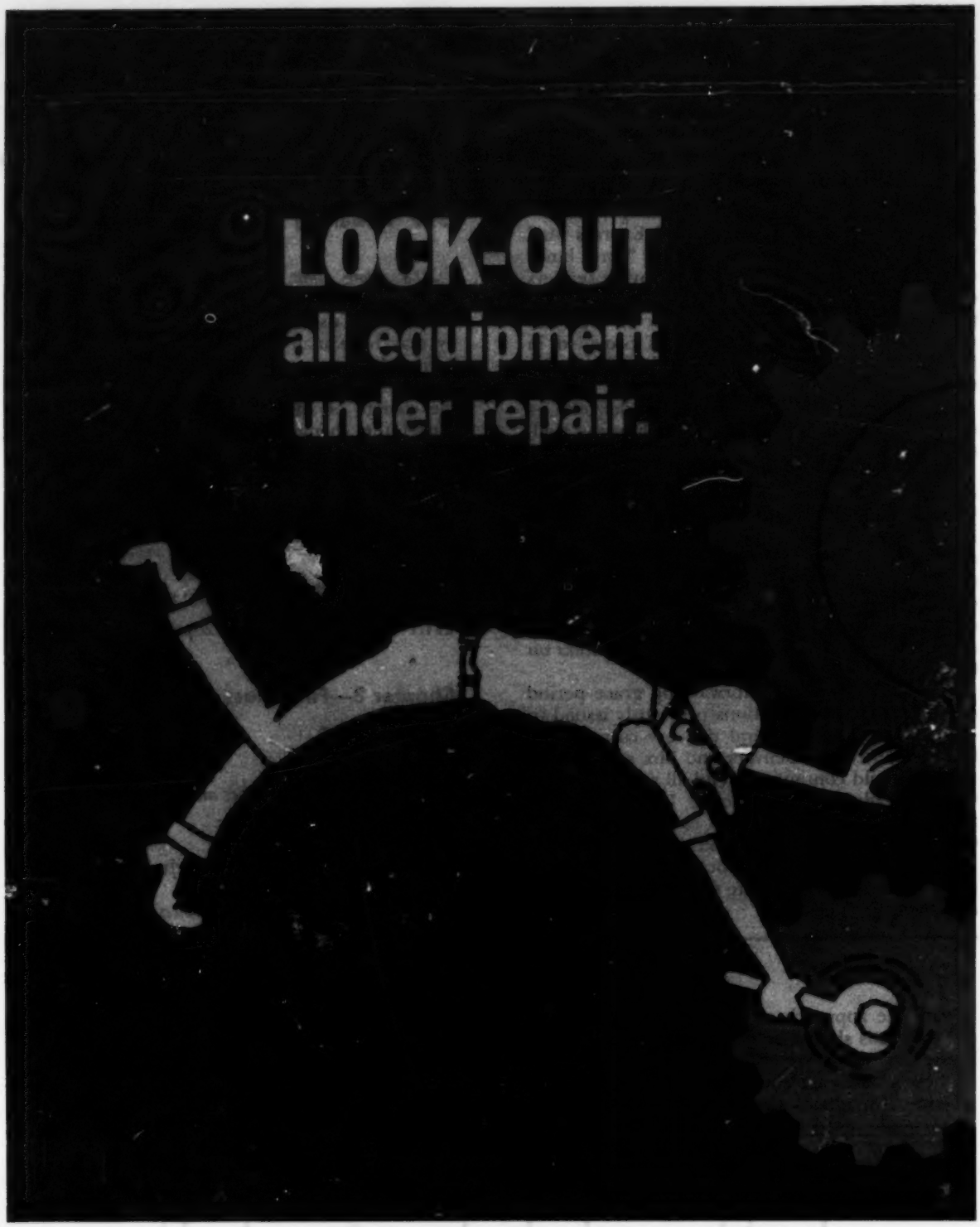
—Delivery Services Dept., 10–23–86.

PRESIDENTS' MINIATURE SHEETS

With the approach of the holiday season, special emphasis should be placed on the sales of the Presidents' miniature sheets ***(Item No. 564).*** Sales of these stamps are counted as philatelic product revenue. All offices should have them available for sale and call their customers' attention to them. Sufficient quantities still are available in Stamp Distribution Offices but when they are depleted the stamps will not be reprinted.

—Marketing Dept., 10–23–86.

Encourage mailers to attach a slip to articles enclosed in parcels showing name and address of sender and addressee


LOCK-OUT
all equipment
under repair.

HEALTH BENEFITS OPEN SEASON

The Office of Personnel Management (OPM) has announced an open season enrollment period under the Federal Employees Health Benefits (FEHB) Program to be held from November 10, through December 5, 1986.

I. Permissible Changes

A. New Enrollments. During the open season, eligible employees not enrolled in a plan under the FEHB Program may enroll. As a general rule, noncareer employees are not eligible to participate. Employees such as casuals and substitute rural carriers are not eligible to enroll. (See EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 521.2).

B. Changes in Enrollment. Employees already enrolled may change plans, options, types of enrollment (self and family), or any combination of these changes.

C. Other Changes. New enrollments (new hires) and changes in enrollment permitted at times other than during an open season may also be made in the usual manner between November 10 and December 5. However, these new enrollments or enrollment changes are not to be identified as open season changes. The event permitting the change must be reflected in Part C of standard form (SF) 2809, *Health Benefits Registration Form.* The Table of Permissible Changes on the reverse side of copy 1 lists the events which permit enrollment changes. The classification of the event determines the effective date of the enrollment or change in enrollment.

II. Effective Date of Open Season Changes

A. New Enrollment. A new open season enrollment (from not enrolled to enrolled) is effective January 3, 1987, provided the employee was in a pay status during any part of the preceding pay period. If the employee was not in a pay status during the pay period before January 3, 1987, the enrollment becomes effective on the first day of the first pay period which follows the one in which the employee was in a pay status. The enrollment of a new or newly eligible employee (such as a casual employee converting to career status) who happens to register during the open season is effective the same as for all new employees (see IC).

B. Change in Enrollment. An open season change in enrollment is effective January 3, 1987, regardless of whether or not the employee was in pay status during the preceding pay period.

C. Late Registration. An open season enrollment registration or enrollment change which is not filed timely because of circumstances beyond the employee's control will take effect retroactive to the effective date of the open season change (January 3, 1987). All other late enrollments or changes in enrollment become effective on the first day of the first pay period which begins after the SF 2809 is received by the employing office and which follows a pay period during any part of which the employee is in pay status (ELM 524.65). Failure to receive the open season material during open season would be considered cause beyond the employee's control, provided the employee applies to change registration within a reasonable time after the material becomes available.

III. 1987 Premium Rates

A table showing the biweekly employee withholdings and U.S. Postal Service contribution is contained on pages 17 through 26. The table also reflects the monthly withholdings applicable to Civil Service annuitants. Any change in the premium rates for current employees will be effective January 3, 1987, and will be reflected in pay checks received January 23, 1987.

IV. Change in Prefix for FEHB Material

The prefix for FEHB informational material has been changed from "CG" to "RI" with the 1986 open season. The "RI" prefix will be on all FEHB Open Season material. The following applies under the new prefix system:

(a) The series RI 70–xxx will be used for the Comparison Chart booklets.

(b) All brochures for FEHB Fee-For-Service Plans open to all employees and annuitants will be numbered RI 71–1 through RI 71–13.

(c) Fee-For-Service Plans limited to specific groups will be assigned numbers in the RI 72–xxx series.

(d) All Prepaid Plans (Comprehensive Plans/HMOs) will be in the RI 73–xxx series.

V. Change in Distribution Procedure for FEHB Health Benefits Brochures

Employees enrolled in a Government-wide (Blue Cross/Blue Shield and Aetna) or comprehensive plan (HMO) will receive a 1987 brochure directly from the plan. Employees enrolled in a union or employee organization plan will continue to receive their brochures from the organization sponsoring the plan.

VI. Distribution of Health Benefits Material to Installations

A. Enrollment Information Guide and Plan Comparison Chart (RI 70–2) and Government-wide and Employee Organization Plan Brochures. The supply centers will make an automatic distribution of the 1987 Enrollment Information Guide and Plan Comparison Chart to Headquarters, Regions, all Divisions and the Inspection Service. These offices will make further distribution to

other units falling within their jurisdiction, as appropriate. Headquarters will distribute open season material to the Service Centers. Included with the distribution will be a small supply of 1987 Government-wide employee organization plan brochures (with the exception of NAPUS and Rural Carriers brochures). Maintain this stock of brochures for employee reference in choosing a plan. The automatic distribution is expected to be completed in sufficient time for the open season. In the interim, employing offices should not submit requisitions for brochures (with the exception of NAPUS and Rural Carriers) to the supply centers or to OPM.

B. NAPUS (RI 72–3) and Rural Carrier (RI 72–5) Brochures. The supply centers will not make an automatic distribution of brochures for the NAPUS and the Rural Carrier health plans since these two plans have limited membership requirements. These requirements are identified in the plan brochure. Employing offices should requisition these brochures from the appropriate supply center on Form 7380, *Supply Center Requisition.* A self-addressed mailing label should be included with the requisition.

C. SF 2809, Health Benefits Registration Form. The supply centers will include a supply of these forms in the automatic distribution of open season material. Installations must ensure, however, a sufficient supply of the form is available to cover the increased demand of the upcoming open season. If an additional supply is needed, an order should be placed with the appropriate supply center using Form 7380, *Supply Center Requisition.* OPM revised the SF 2809 in August 1986; installations, however, should use any remaining supply of the September 1985 edition before using the current edition.

D. SF 2810, Notice of Change in Health Benefits Enrollment. This form will not be included in the automatic distribution. Installations must order the form from the appropriate supply center. Employing offices are reminded that the SF 2810 is no longer required for notifying a losing carrier when an enrollee changes to a different plan. Copy 3 of Standard Form 2809 (July 1984 and later editions) is the losing carriers' notification of an employee's cancellation of enrollment or change in plan.

E. Comprehensive Medical Plan Brochures

1. Requisitioning Instructions. Each postal installation located in an area served by a comprehensive plan must request a sufficient supply of the plan's brochures directly from that plan. Installations will no longer be required to give each employee who is enrolled in a comprehensive plan a brochure for his plan. All comprehensive plans carriers will send brochures directly to their enrollees. However, installations must keep a supply of comprehensive plan brochures on hand for employee reference and for distribution to employees who decide to enroll in a participating comprehensive plan. A list of comprehensive medical plans (alphabetically by state) with the plan name, service area, and contact point for ordering the brochure is contained on pages 27 through 48. The request for brochures should include the number of employees working at or serviced by the installation who are eligible to enroll in the plan, i.e. the number of employees who live in the area served by the plan. The number of employees currently enrolled in each comprehensive plan is contained on pages 49 through 51.

2. Estimating Number of Eligible Employees. Exact determination of the eligibility of each employee for a particular plan may not be possible. Appropriate installation personnel should estimate the number of employees eligible to enroll in a manner to ensure accuracy and ease of distribution. Installation personnel should, of course, refrain from overestimating.

3. Notifying Plan. After the above determinations are made, installation personnel should provide the plan with (1) the number of eligible employees, and (2) the address to which the brochures are to be shipped. Comprehensive plan carriers will then ship a quantity of brochures equal to 15 percent of the number of employees who are eligible to enroll in the plan.

VII. Distribution of Health Benefits Material to Employees

The following material must be distributed to all employees who are eligible to enroll:

A. Instructional Information. Every employee must receive RI 70–2, FEHB Enrollment Information and Plan Comparison Chart. This publication contains enrollment information for open season and for newly hired and newly eligible employees, general information about the FEHB Program, and charts comparing the benefits of all plans.

B. 1987 Brochures. All employees enrolled in a Government-wide (Blue Cross/Blue Shield and Aetna) or comprehensive plan (HMO) will receive a brochure directly from the plan in which they are enrolled. Employees enrolled in union and employee organization plans will continue to receive their brochures from the organization sponsoring the plan. However, if employees enrolled in union or employee organization plans change enrollments during open season, they must be given a brochure for the new plan. Employees who change enrollment during open season should be requested to return to the personnel office the 1987 plan brochure of the plan they are leaving.

C. Postal Life. (November/December 1986 edition.) An article entitled "Finding the Best Health Insurance Buy" will be published in the November/December issue of *Postal Life*. The publica-

tion contains information to assist employees in making decisions regarding the selection of the best health coverage to meet their particular needs. The article will serve as a supplement to FEHB informational material provided by OPM (Enrollment Guide) and FEHB insurance carriers (Plan Brochures). Installation heads should encourage employees to retain the article and use it as a source of reference in selecting a health benefits plan.

VIII. Distribution of Health Benefits Material to Former Spouses. (Spouse Equity Act)

Installation heads are responsible for distributing open season material to all former spouses whose enrollments they maintain. Former spouses must be given the same open season information and, wherever possible, the same access to reference brochures as employees. Former spouses must be advised how to obtain informational brochures and SF 2809 if they are interested in changing plans. (For information concerning health benefits registration for former spouses see POSTAL BULLETIN 21555 (2–27–86).

IX. Maintaining Control Over Distribution of Health Benefits Material

Installations are to maintain close control over the issuance of brochures and health benefits material during open season. Effective control of distribution procedures aid in the effort to lower administrative costs and avoid waste.

A. SF 2809, Health Benefits Registration Form. It is essential that installations exercise strict control over the issuance of SF 2809. The SF 2809 should only be given to eligible employees who desire to enroll in the FEHB Program or who wish to make enrollment changes. It should not be automatically furnished as a handout with other health benefits material.

B. Plan Brochures. Installations must maintain a stock of brochures for all available plans for employee reference in choosing a plan. It is important that installations take steps to avoid waste of the brochure supplies received.

X. Procedures for Processing Open Season Enrollment Changes

A. Forms Processing (SF 2809s and SF 2810s)

1. Employee does not change. An employee who does not want to change an enrollment need take no action during the open season. The current enrollment will continue.

2. Employee changes enrollment. An employee who wishes to make an open season change must complete and submit an SF 2809 to the employing office. Open season SF 2809s generally should be processed the same as registrations handled at other times; however, the following points are emphasized:

(a) The number of the event permitting the change to be shown in Part C, item 3, of SF 2809, is 1, and November–December 1986 should be entered in Part C, item 4, as the date of event which permits the change.

(b) If there is a change from one plan or option to another, or from self only to self and family, show the old enrollment code number in Part C, item 2.

B. Separating Employees

1. Expected Separations. If it is known that an employee will transfer, retire, or separate before the effective date of the open season change, the open season SF 2809 should not be processed. Rather, the installation head (or designee) should write his initials and the date the SF 2809 was received in part F of the form to show that it was filed timely. The name of the losing installation and the signature of its certifying officer should *not* appear on the SF 2809.

(a) In retirement cases, the unprocessed SF 2809 should be attached to other health benefits documents and documents should be processed in the usual manner.

(b) In transfer cases, the SF 2809 should be returned and the employee should be instructed to give it to the new employing agency promptly upon entering on duty.

(c) In both retirement and transfer cases, the losing and gaining installations must prepare transfer-out and transfer-in on a SF 2810 as usual, transferring the old enrollment in effect at the time of the employee's transfer or retirement.

2. Unexpected Transfer or Retirement. If an open season change has already been processed but the employee unexpectedly transfers or retires before the effective date of that change, the losing installation should:

(a) Void all open season forms and transfer the existing enrollment (if any) to the gaining office.

(b) Inform the employee that the open season change has been voided and, if possible, have the employee complete a new SF 2809. It should be handled as stated in paragraph X. B1.

(c) If it is impossible to take action quickly, notify the gaining office of the employee's open season change. That office should be notified of the voided open season election and should be informed that a new open season SF 2809 must be accepted.

3. Other Separations. The following procedures should be followed if an open season change has been processed, but the employee separates (including separation because of death) before the effective date of the change:

(a) If the change in plans and the enrollment must be terminated, note in Remarks, on all copies of the SF 2810 terminating the enrollment, "Separated (or died)—Open Season SF 2809 void." In the case of separation by death where the family enrollment must be transferred to the retirement system because of entitlement

to a survivor annuity, void the open season SF 2809 and transfer the old enrollment in effect at the time of the emloyee's death.

C. Continuing Health Benefits Into Retirement. The Federal Employees Health Benefits law allows an employee to continue health benefits into retirement, (1) if the employee has been enrolled (or covered as a family member) in the health benefits program for the 5 years immediately preceding retirement or, (2) if the employee has been enrolled less than 5 years from the date of the first opportunity. Military health coverage (Champus) is creditable toward meeting the 5-year requirement. Employees who process health benefits enrollments should do everything possible to make sure employees are aware of these requirements, particularly when employees elect not to enroll or cancel their enrollments.

D. Dual Enrollment

1. Illegal Coverage. It is illegal for an employee to be enrolled in an FEHB plan and also be covered as a family member under another employee's enrollment. It is also illegal for a member of an employee's family to be covered under more than one enrollment in the Program. When processing enrollments and enrollment changes, installations should make certain employees (or their family members) are not covered under more than one enrollment in the FEHB Program.

2. Notifying Employees. The note between Parts A and B of SF 2809 concerning dual enrollment should be called to the attention of all new enrollees and to those changing enrollments. Employing offices should periodically place notices on bulletin boards or in appropriate publications, reminding employees that they cannot be covered by two enrollments under the FEHB Program. ***It must be stressed that dual coverage is illegal.***

XI. Counseling Employees

A. Responsibility for Counseling. Installations are responsible for counseling employees who request assistance on health benefits matters. Counseling should be limited to answering questions regarding the health benefits program and the application of the health benefits law and regulations to particular circumstances. Counselors should try to answer any specific question on benefits by referring to the comparison chart in RI 70–2 or the applicable brochure. However, if there is any doubt about an answer, the employee should be told to contact the local office or representative of the plan in which they are enrolled. Employees should not, however, be referred to a plan if the question concerns any subject other than benefits or a conversion contract, e.g. questions regarding eligibility to enroll under FEHB, coverage of family members, enrollment opportunities, etc.

B. Request for Cancellation of Enrollment. If an employee submits SF 2809 to cancel an enrollment, the installation should contact the individual to make sure that the employee is aware of the consequences of this decision. The opportunity to enroll again and the requirements for continuing an enrollment after retirement should be pointed out to the employee before the cancellation is processed. Employees contemplating retirement should be aware that annuitants can cancel their enrollment in the FEHB Program at any time, just as an employee can. **However, unlike employees, an annuitant's enrollment cannot be reinstated, and that individual cannnot later enroll in another plan in the FEHB Program, even during a later open season.**

Exception: This regulation does not apply if the annuitant canceled the enrollment for the purpose of obtaining coverage as a family member under the enrollment of his spouse.

C. No Change in Enrollment. An employee who does not want to change plans or enrollment does not have to take any action during open season; the current enrollment will continue. If the employee is enrolled and does not change enrollment, any rate changes made by the plan automatically apply, effective January 3, 1987.

XII. Publicity

A. Bulletin Board Notice. Installation heads are urged to give the open season wide publicity so that all eligible employees will be aware of their health benefits rights during this period. To assist in this effort, the Health Benefits Open Season Notice which appears on page 15 of this POSTAL BULLETIN should be placed on all employee bulletin boards.

B. Permitting Plan Representative on Postal Premises. It is the Postal Service's policy to permit representatives of the Federal Employees Health Benefits carriers to use postal facilities to address employees. However, it must be done on the employees' time; employees should not be on the clock.

XIII. Comprehensive Medical Plan Changes

A. Additions. The Comprehensive Medical Plans listed below (by states) have recently been approved for participation in the FEHB Program. The service areas and contact points for ordering material are listed on pages 13 through 14.

Plan Name	Enrollment Codes
Alabama	
Prime Health	AA
Southeast Health Plan, Inc	A2
Sun Mark Health Plan	DF
Arizona	
FHP, Inc.—Arizona	A3
Health Dimensions of Arizona	A4
Health America Phoenix	A6
Intergroup Prepaid Health Services of Arizona, Inc.	A7
MaxiCare Arizona, Inc	A9
Patients' Choice, Inc	BB
Physicians Health Plan of Arizona	BD
Arkansas	
MaxiCare Arkansas, Inc.	BF
California	
Care America	BG
Whittaker Health Services of California (Fresno Area).	B2
Whittaker Health Services of California (Sacramento Area).	X3
Whittaker Health Services of California, Inc. (Los Angeles Area).	X4
Colorado	
Health Dimensions of Colorado	DE
HealthCare United	DG
HMO Colorado, Inc. Colorado Springs	DH
Delaware	
Total Health Plus, Inc	DZ
Florida	
AmeriPlan Health Services, Ltd	D1
Health Options of Central Florida	D3
Health Options—Gainesville	D4
Health Options—Pensacola	D5
Health Options—Tampa Bay	D7
HMO America, Inc.—South Florida	D8
HMO America, Inc.—North Florida	D9
Humana Health Plan of Florida—Jacksonville	F2
Humana Health Plan of Florida—Tampa	E9
Medical Center Health Plan	C2
Physicians Health Plan of Florida, Inc	CZ
PruCare of Tampa Bay	FH
Georgia	
Health America of Georgia Augusta	F5
Humana Health Plan of GA. Inc	GA
Kaiser Foundation Health Plan of Georgia, Inc	F8
Med Center Health Plan	F3
Hawaii	
Island Care	F9
Illinois	
Dreyer HMO	EU
Health Chicago	GQ
PruCare—St. Louis	H7
Sanus of Missouri	H8
Indiana	
Arnett HMO	G2
1st Care Health Plan of Indiana, Inc	G1
Kansas	
Humana Health Plan of Kansas, Inc	HS
PruCare—St. Louis	H7
Kentucky	
HMO Kentucky, Inc	FG
PruCare Cincinnati	B5
Louisiana	
Oschsner Health Plan	H4
Whittaker Health Services of Louisiana, Inc	H6
Maryland	
Johns Hopkins Health Plan	JB
Physicians Care	X9

Plan Name	Enrollment Codes
Massachusetts	
Central Massachusetts Health Care	J1
CIGNA Health Plan of Massachusetts	G6
North Shore Health Plan	JJ
Michigan	
Great Lakes Health Care	G7
Greater Flint HMO	KN
HMO America—Michigan, LTD	G8
HMO West, Inc	KX
McAuley Health Plan	KZ
Minnesota	
Med Centers Health Plan Fargo Clinic	Q6
Missouri	
CIGNA HealthPlan of St. Louis, Inc	GR
PruCare—St. Louis	H7
Sanus Health Plan of Missouri	H8
Nevada	
AmeriCare of Nevada	NP
MaxiCare Nevada, Inc	NR
New Hampshire	
Good Health Network BC & BS of NH	NT
HealthSource New Hampshire	J2
New Jersey	
CIGNA Health Plan of New Jersey	PP
MediGroup, Inc.—Shoreline	J3
New Mexico	
FHP, Inc	P2
FirstSource	J4
New York	
ChoiceCare—Long Island	J6
Community Blue, the HMO of Blue Cross of Western NY, Inc.	J7
Rochester Health Network, Inc	J9
US Healthcare, Inc. New York	JC
Whittaker Health Services of New York, Inc	Q2
North Carolina	
PruCare of Charlotte	Q4
North Dakota	
MedCenters Health Plan Fargo Clinic	Q6
Ohio	
HealthSphere	KY
MetLife Health Care Network (Akron/Canton)	Q7
MetLife Health Care Network (Cleveland)	AS
PruCare of Central Ohio	AY
PruCare of Cincinnati	B5
Oklahoma	
PacificCare of Oklahoma, Inc	N1
Oregon	
BestCare, Inc	N6
Northwest Americare Health Plan	AF
PacifiCare of Oregon	SS
The Good Health Plan	N7
Pennsylvania	
Gesinger Health Plan	N9
HealthGuard of Lancaster	NQ
Silver Spring Health Plan	NW
Whittaker Health Services of Pennsylvania, Inc. (Pittsburgh).	NZ
South Carolina	
HCA Care of South Carolina, Inc.	PZ
PruCare of Charlotte	Q4
Whittaker Health Services of South Carolina, Inc.	SY
Tennessee	
HCA Care of Tennessee, Inc.	SZ
Whittaker Health Services of Tennessee, Inc.	T4
Texas	
Coastal Bend Health Plan	T5
Humana Health Plan of Dallas	T7

Plan Name	Enrollment Codes
Texas—Continued	
Humana Health Plan of Houston	T9
Whittaker Health Services of Austin, Inc.	UU
Whittaker Health Services of Texas—Houston	T3
Whittaker Health Services of Texas—San Antonio.	V3
Utah	
IHC Care	WZ
Virginia	
Choice—Richmond	X6
Physicians Care	X9
Southern Health Services	QM
Washington	
AmeriCare of Washington	TM
HealthAmerica—Washington	LQ
Northwest AmeriCare Health Plan	AF
Pacific Health	WB
Pacific Care of Oregon	SS
Personal Health of Puget Sound	L6
The Good Health Plan	N7
Virginia Mason MedCenters	L7
Wisconsin	
Choice—Milwaukee	WW
HMO of Wisconsin	W4
Midelfort Clinic Health Plan	W5
Physicians Plus HMO	L9
SelecCare	Z2
Wisconsin Health Organization	X1
Wyoming	
HMO Wyoming	X2

B. Terminations. The following plans will not participate in the FEHB Program in 1986.

Plan Name	Enrollment Codes
OH—ChoiceCare	QY
RI—Blackstone Valley Medigroup	LU
SC—Companion Health Care Corp	TF

The enrollment of any person enrolled in these plans will terminate on January 3, 1987. If the employee does not elect to change coverage, the enrollment will terminate and there will be no temporary extension of coverage or a conversion privilege. If the employee elects to change enrollment to another FEHB plan, SF 2809, *Health Benefits Registration,* should be completed showing an open season change in plan. Installation heads must make sure affected employees are fully aware of these provisions.

—Employee Relations Dept., 10–23–86.

NOTICE TO ALL EMPLOYEES

HEALTH BENEFITS OPEN SEASON

The 1986 Open Season for the Federal Employees Health Benefits Program will be held from November 10 through December 5, 1986. During this period, enrolled employees are eligible to make changes in their health benefits enrollment without meeting special conditions for change in coverage. Also, eligible employees who are not enrolled in a plan under the Federal Employees Health Benefits Program may elect to enroll during the Open Season. Employees are encouraged to carefully review their health insurance status at this time. The open enrollment period provides an opportunity to make changes in your coverage to best suit your individual or family needs.

Open Season enrollments or enrollment changes will be effective January 3, 1987. Any change in premium withholdings will be reflected in paychecks dated January 23, 1987.

—Employee Relations Department

PLEASE POST ON BULLETIN BOARD

US POSTAL SERVICE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM

Plan* (option-type enrollment)	Code No.	1986 total prem.	1987 Biweekly premium rates: Total prem.	USPS pays	Emp. pays	Change in emp. payment	Monthly annuitant pays
Blue Cross and Blue Shield:							
High self	101	53.04	61.00	33.76	27.24	2.23	73.65
High family	102	116.04	133.45	74.61	58.84	5.19	159.81
Stnd self	104	26.47	34.14	32.01	2.13	0.48	18.49
Stnd family	105	63.84	75.96	71.21	4.75	0.76	41.14
Aetna Life Insurance Company:							
High self	201	45.02	64.29	33.76	30.53	13.54	80.78
High family	202	83.90	119.81	74.61	45.20	23.69	130.26
Stnd self	204	26.04	34.51	32.35	2.16	0.53	18.69
Stnd family	205	55.72	73.83	69.22	4.61	1.13	39.99
AFGE Health Benefit Plan:							
High self	301	38.30	45.66	33.76	11.90	1.63	40.41
High family	302	82.40	98.21	74.61	23.60	3.59	83.46
Stnd self	304	31.99	20.80	19.50	1.30	−2.66	11.27
Stnd family	305	60.58	45.23	42.40	2.83	−4.36	24.50
Alliance Health Benefit Plan:							
High self	461	31.96	45.39	33.76	11.63	7.70	39.85
High family	462	85.09	120.39	74.61	45.78	23.08	131.51
Stnd self	464	23.88	19.10	17.91	1.19	−0.30	10.34
Stnd family	465	64.27	51.42	48.21	3.21	−0.81	27.85
American Postal Workers Union Plan:							
High self	471	37.09	39.25	33.76	5.49	−3.57	26.52
High family	472	78.57	83.15	74.61	8.54	−7.64	56.83
Association of Civilian Technicians:							
High self	Y31	0	32.24	30.23	2.01	N/A	17.46
High family	Y32	0	83.20	74.61	8.59	N/A	50.94
Beneficial Association of Capitol Employees:							
High self	Y21	35.55	35.53	33.31	2.22	−5.30	19.24
High family	Y22	83.19	83.89	74.61	9.28	−11.52	52.45
Federal Managers' Health Benefit Plan:							
High self	Y81	39.29	44.38	33.76	10.62	−0.64	37.64
High family	Y82	91.74	103.57	74.61	28.96	−0.99	95.07
Foreign Service Benefit Plan:							
High self	401	34.84	44.05	33.76	10.29	3.48	36.92
High family	402	84.76	107.11	74.61	32.50	10.13	102.74
Foreign Service, Overseas Option:							
High self	Y41	19.08	19.08	17.89	1.19	0	10.33
High family	Y42	58.02	58.02	54.39	3.63	0	31.43
GEBA Health Benefit Plan:							
High self	411	40.07	58.99	33.76	25.23	13.19	69.29
High family	412	98.85	145.51	74.61	70.90	34.44	185.94
Stnd self	414	30.24	29.31	27.48	1.83	−0.38	15.88
Stnd family	415	73.10	70.83	66.40	4.43	−6.28	38.36
GEHA Benefit Plan:							
High self	311	33.18	39.15	33.76	5.39	0.24	26.50
High family	312	69.83	82.40	74.61	7.79	0.35	49.20
Mail Handlers Benefit Plan:							
High self	451	20.30	27.99	26.24	1.75	0.48	15.16
High family	452	52.43	72.28	67.76	4.52	1.24	39.15
Stnd self	454	12.54	23.58	22.11	1.47	0.69	12.77
Stnd family	455	29.67	55.79	52.30	3.49	1.64	30.22
NAGE Health Benefit Plan:							
High self	YJ1	35.12	46.81	33.76	13.05	5.96	42.90
High family	YJ2	81.97	109.36	74.61	34.75	15.17	107.62
Stnd self	YJ4	27.45	27.45	25.73	1.72	0.00	14.87
Stnd family	YJ5	65.47	65.47	61.38	4.09	0.00	35.46
NALC Health Benefit Plan:							
High self	321	38.99	47.57	33.76	13.81	2.85	44.55
High family	322	77.93	95.07	74.61	20.46	4.92	76.66
NAPUS Health Benefit Plan:							
High self	YP1	37.43	40.16	33.76	6.40	−3.60	29.49
High family	YP2	78.96	84.72	74.61	10.11	−6.46	54.23
National Association of Treasury Agents':							
High self	Y51	0	30.65	28.73	1.92	N/A	16.60
High family	Y52	0	77.75	72.89	4.86	N/A	42.11
NFFE Health Benefit Plan:							
High self	YR1	40.24	45.96	33.76	12.20	−0.01	41.06
High family	YR2	92.54	105.19	74.61	30.58	0.43	98.58
Stnd self	YR4	34.66	32.45	30.42	2.03	−4.60	17.58
Stnd family	YR5	79.73	76.22	71.46	4.76	−12.58	41.29
NTEU Health Benefit Plan:							
High self	YT1	40.37	54.81	33.76	21.05	8.71	60.24
High family	YT2	92.93	126.00	74.61	51.39	20.85	143.67
Stnd self	YT4	30.69	23.36	21.90	1.46	−1.20	12.65
Stnd family	YT5	69.47	52.75	49.45	3.30	−3.78	28.57
Panama Canal Area Benefit Plan:							
High self	431	28.50	47.21	33.76	13.45	11.67	43.77
High family	432	70.67	102.38	74.61	27.77	19.49	92.49
Postal Supervisors Health Benefit Plan:							
High self	YV1	51.82	39.61	33.76	5.85	2.06	27.30
High family	YV2	75.02	93.93	74.61	19.32	6.69	74.19
Postmasters Benefit Plan:							
High self	361	51.62	54.62	33.76	20.86	−2.73	59.82
High family	362	111.35	117.84	74.61	43.23	−5.73	125.99
Stnd self	364	28.20	28.49	26.71	1.78	0.02	15.43
Stnd family	365	68.74	69.43	65.09	4.34	−2.01	37.61
Rural Carrier Benefit Plan:							
High self	381	23.19	55.19	33.76	21.43	19.98	61.06
High family	382	47.13	104.86	74.61	30.25	27.30	97.87
Samba Health Benefit Plan:							
High self	441	27.05	35.80	33.56	2.24	0.55	19.39
High family	442	69.31	91.12	74.61	16.51	9.59	68.10
Secret Service Employees Health Association:							
High self	Y71	0	34.18	32.04	2.14	N/A	18.51
High family	Y72	0	85.46	74.61	10.85	N/A	55.83
AL Health Maintenance Group of Birmingham:							
High self	LA1	42.13	39.77	33.76	6.01	−8.09	27.65
High family	LA2	112.03	106.27	74.61	31.66	−17.98	100.92
AL Healthamerica of Alabama—Birmingham:							
High self	A81	43.91	51.03	33.76	17.27	1.39	52.05
High family	A82	110.51	111.55	74.61	36.94	−11.18	112.36
AL Healthamerica of Alabama—Mobile:							
High self	A51	0	49.25	33.76	15.49	N/A	48.19
High family	A52	0	107.66	74.61	33.05	N/A	103.93
AL Healthamerica of Alabama—Montgomery/ Tuscaloosa:							
High self	AB1	0	45.29	33.76	11.53	N/A	39.61
High family	AB2	0	99.01	74.61	24.40	N/A	85.19
AL Prime Health of Alabama:							
High self	AA1	0	34.20	32.06	2.14	N/A	18.52
High family	AA2	0	88.26	74.61	13.65	N/A	61.90
AL Southeast Health Plan of Alabama:							
High self	A21	0	43.23	33.76	9.47	N/A	35.15
High family	A92	0	115.42	74.61	40.81	N/A	120.75
AL Sunmark Health Plan:							
High self	DF1	0	34.77	32.60	2.17	N/A	18.83
High family	DF2	0	92.48	74.61	17.87	N/A	71.04
AR Maxicare—Arkansas:							
High self	BF1	0	33.43	31.34	2.09	N/A	18.11
High family	BF2	0	89.12	74.61	14.51	N/A	63.76
AZ CIGNA Healthplan of Arizona, Inc., Phoenix:							
High self	161	39.59	40.47	33.76	6.71	−4.85	29.16
High family	162	99.82	103.57	74.61	28.96	−8.47	95.07
AZ CIGNA Healthplan of Arizona, Inc., Tucson:							
High self	B11	34.20	35.53	33.31	2.22	−3.95	19.24
High family	B12	96.55	98.37	74.61	23.76	−10.40	83.81
AZ FHP—Arizona:							
High self	A31	0	39.04	33.76	5.28	N/A	26.07
High family	A32	0	99.41	74.61	24.80	N/A	86.06
AZ Health Dimensions—Arizona:							
High self	A41	0	36.67	33.76	2.91	N/A	20.93
High family	A42	0	96.05	74.61	21.44	N/A	78.78
AZ Healthamerica—Tucson:							
High self	231	36.96	35.14	32.94	2.20	−6.73	19.03
High family	232	96.03	99.08	74.61	24.47	−9.17	85.34
AZ Healthamerica—Phoenix:							
High self	A61	0	42.76	33.76	9.00	N/A	34.13
High family	A62	0	111.21	74.61	36.60	N/A	111.63
AZ Intergroup Prepaid Hlth Services of Arizona:							
High self	A71	0	37.11	33.76	3.35	N/A	21.88
High family	A72	0	107.63	74.61	33.02	N/A	103.87
AZ Maxicare—Arizona:							
High self	A91	0	36.32	33.76	2.56	N/A	20.17
High family	A92	0	98.81	74.61	24.20	N/A	84.76
AZ Patients' Choice:							
High self	BB1	0	37.68	33.76	3.92	N/A	23.12
High family	BB2	0	91.68	74.61	17.07	N/A	69.31

*NOTE: Where no Standard Option is shown, Plan has only one option.

US POSTAL SERVICE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM—Continued

Plan* (option-type enrollment)	Code No.	1986 total prem.	1987 Biweekly premium rates			Change in emp. payment	Monthly annuitant pays
			Total prem.	USPS pays	Emp. pays		
AZ Physicians Health Plan—Arizona:							
High self	BD1	0	31.45	29.48	1.97	N/A	17.03
High family	BD2	0	83.79	74.61	9.18	N/A	52.22
CA Bay Pacific Health Plan:							
High self	BU1	44.74	42.48	33.76	8.72	−7.99	33.52
High family	BU2	101.57	96.45	74.61	21.84	−17.34	79.65
CA Careamerica Health Plan:							
High self	BG1	0	40.49	33.76	6.73	N/A	29.21
High family	BG2	0	112.14	74.61	37.53	N/A	113.64
CA Children's Hospital Health Plan:							
High self	BR1	44.66	41.10	33.76	7.34	−9.29	30.53
High family	BR2	105.83	95.45	74.61	20.84	−22.60	77.48
CA Choice Healthcare Plan of San Diego:							
High self	BX1	39.44	37.46	33.76	3.70	−7.71	22.64
High family	BX2	98.68	93.75	74.61	19.14	−17.15	73.80
CA CIGNA Healthplan of Southern California:							
High self	BY1	37.39	40.59	33.76	6.83	−2.53	29.43
High family	BY2	95.67	103.92	74.61	29.31	−3.97	95.83
CA FHP:							
High self	661	41.06	41.71	33.76	7.95	−5.08	31.85
High family	662	106.10	107.74	74.61	33.13	−10.58	104.11
CA Foundation Health Plan:							
High self	C61	42.90	43.10	33.76	9.34	−5.53	34.86
High family	C62	102.61	102.48	74.61	27.87	−12.35	92.71
CA French Hospital Health Plan:							
High self	C31	41.44	45.38	33.76	11.62	−1.79	39.80
High family	C32	97.82	105.03	74.61	30.42	−5.01	98.24
CA Generalmed:							
High self	C71	41.13	42.46	33.76	8.70	−4.40	33.48
High family	C72	106.91	110.40	74.61	35.79	−8.73	109.87
CA Greater San Diego Health Plan:							
High self	C51	36.63	35.37	33.16	2.21	−6.39	19.16
High family	C52	111.34	108.56	74.61	33.95	−15.00	105.88
CA Group Health Service Plan, Healthcare:							
High self	C91	41.50	40.83	33.76	7.07	−6.40	29.94
High family	C92	97.78	96.17	74.61	21.56	−13.83	79.04
CA Healthcare—The Personal Care Physician Health Plan:							
High self	CF1	43.05	43.45	33.76	9.69	−5.33	35.62
High family	CF2	101.16	102.12	76.61	27.51	−11.26	91.93
CA Health Net:							
High self	LB1	41.62	42.34	33.76	8.58	−5.01	33.22
High family	LB2	112.43	115.92	74.61	39.31	−10.73	117.50
CA Health Plan of America:							
High self	BH1	40.67	41.79	33.76	8.03	−4.61	32.02
High family	BH2	105.75	108.66	74.61	34.05	−9.31	106.10
CA Health Plan of America (Central Valley):							
High self	AX1	0	37.73	33.76	3.97	N/A	23.23
High family	AX2	0	98.09	74.61	23.48	N/A	83.20
CA Health Plan of the Redwoods:							
High self	CW1	43.26	43.26	33.76	9.50	−5.73	35.21
High family	CW2	113.53	113.53	74.61	38.92	−12.22	116.65
CA Health America of California:							
High self	CP1	38.25	41.67	33.76	7.91	−2.31	31.77
High family	CP2	97.54	106.29	74.61	31.68	−3.47	100.97
CA Health Group International:							
High self	BK1	45.34	41.08	33.76	7.32	−9.99	30.49
High family	BK2	120.21	110.54	74.61	35.93	−21.89	110.17
CA Inland Health Plan:							
High self	CB1	39.41	37.51	33.76	33.75	−7.63	22.75
High family	CB2	112.23	106.89	74.61	32.28	−17.56	102.27
CA IPM (Institute for Preventive Medicine):							
High self	CC1	37.91	38.94	33.76	5.18	−4.70	25.85
High family	CC2	94.78	97.32	74.61	22.71	−9.68	85.53
CA Kaiser Foundation Health Plan, Northern California:							
High self	591	34.72	36.96	33.76	3.20	−3.49	21.56
High family	592	81.31	86.90	74.61	12.29	−6.63	58.95
CA Kaiser Foundation Health Plan, Southern California:							
High self	621	38.00	40.73	33.76	6.97	−3.00	29.73
High family	622	95.59	102.07	74.61	27.46	−5.74	91.82
CA Lifeguard Health Plan:							
High self	CD1	38.77	42.32	33.76	8.56	−2.18	33.17
High family	CD2	98.84	106.07	74.61	31.46	−4.99	100.49
CA Maxicare—Northern California:							
High self	CX1	42.59	43.53	33.76	9.77	−4.79	35.80
High family	CX2	100.47	103.11	74.61	28.50	−9.58	94.08
CA Maxicare—Southern California:							
High self	CM1	45.39	46.97	33.76	13.21	−4.15	43.25
High family	CM2	121.49	125.70	74.61	51.09	−8.01	143.02
CA NHA Foundation for Medical Care Plan:							
High self	CN1	51.77	39.40	33.76	5.64	−18.10	26.85
High family	CN2	120.65	92.29	74.61	17.68	−40.58	70.63
CA Pacificare, Inc.:							
High self	CQ1	44.68	40.77	33.76	7.01	−9.64	29.82
High family	CQ2	129.68	128.79	74.61	54.18	−13.11	149.72
CA Peak of California:							
High self	CY1	41.50	39.66	33.76	5.90	−7.57	27.41
High family	CY2	108.72	103.89	74.61	29.28	−17.05	95.77
CA Ross-Loos Medical Group:							
High self	611	43.57	38.88	33.76	5.12	−10.42	25.72
High family	612	107.23	95.69	74.61	21.08	−23.76	78.00
CA Takecare of California:							
High self	LC1	40.36	40.46	33.76	6.70	−5.63	29.14
High family	LC2	98.02	98.14	74.61	23.53	−12.10	83.31
CA United Health Plan:							
High self	C41	43.24	44.35	33.76	10.59	−4.62	37.57
High family	C42	112.99	115.84	74.61	41.23	−9.37	121.66
CA Whittaker—Fresno:							
High self	B21	0	36.10	33.76	2.34	N/A	19.70
High family	B22	0	99.56	74.61	24.95	N/A	86.38
CA Whittaker—Sacramento:							
High self	X31	0	36.90	33.76	3.14	N/A	21.43
High family	X32	0	97.50	74.61	22.89	N/A	81.92
CA Whittaker—Southern California:							
High self	X41	0	43.60	33.76	9.84	N/A	35.95
High family	X42	0	116.54	74.61	41.93	N/A	123.17
CO Comprecare Health Plan:							
High self	D61	40.12	44.32	33.76	10.56	−1.53	37.51
High family	D62	103.03	113.88	74.61	39.27	−1.37	117.41
Stnd self	D64	34.07	34.29	32.15	2.14	−3.90	18.57
Stnd family	D65	88.36	88.92	74.61	14.31	−11.66	63.33
CO Health Dimensions—Colorado:							
High self	DE1	0	35.21	33.01	2.20	N/A	19.07
High family	DE2	0	92.23	74.61	17.62	N/A	70.50
CO Healthcare United (Denver Service Area):							
High self	DG1	0	37.24	33.76	3.48	N/A	22.17
High family	DG2	0	98.69	74.61	24.08	N/A	84.50
CO Healthcare United (Northern Colorado):							
High self	B71	0	33.68	31.58	2.10	N/A	18.24
High family	B72	0	89.22	74.61	14.61	N/A	63.98
CO Healthcare United (Southern Colorado):							
High self	B61	0	33.79	31.68	2.11	N/A	18.30
High family	B62	0	89.52	74.61	14.91	N/A	64.63
CO HMO Colorado:							
High self	L21	35.86	36.44	33.76	2.68	−5.15	20.43
High family	L22	96.79	98.47	74.61	23.86	−10.54	84.02
CO HMO Colorado—Colorado Springs:							
High self	DH1	0	33.29	31.21	2.08	N/A	18.03
High family	DH2	0	83.13	74.61	8.52	N/A	50.78
CO Kaiser Foundation Health Plan of Colorado:							
High self	651	35.55	35.55	33.33	2.22	−5.30	19.25
High family	652	92.36	92.36	74.61	17.75	−12.22	70.78
CO Peak Health Plan of Colorado:							
High self	DD1	36.76	35.87	33.63	2.24	−6.49	19.43
High family	DD2	90.06	90.76	74.61	16.15	−11.52	67.32
CO Rocky Mountain HMO:							
High self	881	39.06	45.84	33.76	12.08	1.05	40.80
High family	882	94.68	111.85	74.61	37.24	4.95	113.01

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US POSTAL SERVICE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM—Continued

Plan (option-type enrollment)	Code No.	1986 total prem.	1987 Biweekly premium rates			Change in emp. payment	Monthly annuitant pays
			Total prem.	USPS pays	Emp. pays		
CT Community Health Care Plan—Bridgeport and New Haven:							
High self	711	41.36	43.07	33.76	9.31	−4.02	34.80
High family	712	106.16	111.42	74.61	36.81	−6.96	112.08
CT Connecticare, Inc.:							
High self	DN1	39.87	40.37	33.76	6.61	−5.23	28.95
High family	DN2	107.83	107.80	74.61	33.19	−12.25	104.24
CT Healthcare, Inc.:							
High self	DK1	47.15	50.65	33.76	16.89	−2.23	51.22
High family	DK2	125.47	133.66	74.61	59.05	−4.03	160.27
CT Kaiser Foundation Health Plan of Connecticut, Inc. (Hartford):							
High self	DM1	35.09	35.85	33.61	2.24	−4.82	19.42
High family	DM2	91.25	93.22	74.61	18.61	−10.25	72.65
CT Kaiser Foundation Health Plan of Connecticut, Inc. (Stamford):							
High self	CG1	0	31.78	29.79	1.99	N/A	17.21
High family	CG2	0	82.63	74.61	8.02	N/A	49.70
CT Physicians Health Services:							
High self	DP1	44.91	42.55	33.76	8.79	−8.09	33.67
High family	DP2	109.15	103.41	74.61	28.80	−17.96	94.72
DC Capitalcare:							
High self	E61	40.22	36.55	33.76	2.79	−9.40	20.67
High family	E62	98.70	96.98	74.61	22.37	−13.94	80.79
DC Choice Healthcare Plan of DC:							
High self	E11	42.74	40.89	33.76	7.13	−7.58	30.08
High family	E12	109.67	104.71	74.61	30.10	−17.18	97.54
DC George Washington University Health Plan:							
High self	E51	41.07	42.83	33.76	9.07	−3.97	34.28
High family	E52	105.80	115.71	74.61	41.10	−2.31	121.37
Stnd self	E54	0	34.14	32.01	2.13	N/A	18.49
Stnd family	E55	0	95.56	74.61	20.95	N/A	77.72
DC Group Health Association:							
High self	501	39.80	41.71	33.76	7.95	−3.82	31.85
High family	502	106.13	110.53	74.61	35.92	−7.82	110.15
Stnd self	504	33.37	32.35	30.33	2.02	−3.32	17.52
Stnd family	505	88.51	85.92	74.61	11.31	−14.81	56.83
DC Kaiser Found, Hlth Plan of the Mid-Atlantic States, Inc DC:							
High self	E31	39.24	39.24	33.76	5.48	−5.73	26.50
High family	E32	98.11	98.11	74.61	23.50	−12.22	83.24
DE CIGNA Healthplan of Delaware:							
High self	DT1	42.57	42.60	33.76	8.84	−5.70	33.78
High family	DT2	107.10	107.17	74.61	32.56	−12.15	102.87
DE Delaware Valley HMO of Delaware:							
High self	G51	0	34.61	32.45	2.16	N/A	18.75
High family	G52	0	96.48	74.61	21.87	N/A	79.71
Stnd self	G54	0	27.89	26.15	1.74	N/A	15.11
Stnd family	G55	0	76.96	72.15	4.81	N/A	41.69
DE HMO of Delaware:							
High self	DX1	56.78	54.48	33.76	20.72	−8.03	59.52
High family	DX2	125.30	119.30	74.61	44.69	−18.22	129.15
DE Total Health Plus of Delaware:							
High self	DZ1	0	43.26	33.76	9.50	N/A	35.21
High family	DZ2	0	117.75	74.61	43.14	N/A	125.79
FL Ameriplan Health Services:							
High self	D11	0	39.36	33.76	5.60	N/A	26.76
High family	D12	0	107.15	74.61	32.54	N/A	102.83
FL Av-Med Health Plan OF Miami:							
High self	EM1	51.28	43.38	33.76	9.62	−13.63	35.47
High family	EM2	120.36	114.83	74.61	40.22	−17.75	119.47
FL Av-Med Health Plan of Tampa:							
High self	H51	0	38.55	33.76	4.79	N/A	25.01
High family	H52	0	106.93	74.61	32.32	N/A	102.35
FL Capital Health Plan:							
High self	EA1	37.03	37.52	33.76	3.76	−5.24	22.77
High family	EA2	90.49	91.70	74.61	17.09	−11.01	69.35
FL CIGNA Healthplan of Florida, Inc., Orlando:							
High self	EN1	34.16	33.43	31.34	2.09	−4.04	18.11
High family	EN2	96.53	87.13	74.61	12.52	−21.62	59.45
FL CIGNA Healthplan of Florida, Inc., Tampa:							
High self	EJ1	38.74	34.47	32.32	2.15	−8.56	18.67
High family	EJ2	101.44	94.81	74.61	20.20	−18.85	76.09
Stnd self	EJ4	0	29.68	27.83	1.85	N/A	16.08
Stnd family	EJ5	0	81.93	74.61	7.32	N/A	48.19
FL Comprehensive American Care, Inc.:							
High self	ET1	41.35	42.15	33.76	8.39	−4.93	32.80
High family	ET2	104.61	106.63	74.61	32.02	−10.20	101.70
FL CIGNA Healthplan of South Florida, Inc., Miami:							
High self	EK1	39.89	30.39	28.49	1.90	−9.96	16.46
High family	EK2	112.70	78.25	73.36	4.89	−45.42	42.38
FL Health Options of Jacksonville:							
High self	E81	37.55	34.72	32.55	2.17	−7.35	18.81
High family	E82	101.86	92.36	74.61	17.75	−21.72	70.78
FL Health Options of South Florida:							
High self	ES1	43.80	40.32	33.76	6.56	−9.21	28.84
High family	ES2	113.22	108.00	74.61	33.39	−17.44	104.67
FL Health Options—Central Florida:							
High self	D31	0	37.36	33.76	3.60	N/A	22.43
High family	D32	0	100.56	74.61	25.95	N/A	88.55
FL Health Options—Gainesville:							
High self	D41	0	39.04	33.76	5.28	N/A	26.07
High family	D42	0	105.86	74.61	31.25	N/A	100.03
FL Health Options—Pensacola:							
High self	D51	0	32.92	30.86	2.06	N/A	17.83
High family	D52	0	80.59	74.61	5.98	N/A	45.28
FL Health Options—Tampa Bay:							
High self	D71	0	40.37	33.76	6.61	N/A	28.95
High family	D72	0	107.35	74.61	32.74	N/A	103.26
FL Healthamerica of Fort Lauderdale:							
High self	EP1	43.30	40.28	33.76	6.52	−8.75	28.75
High family	EP2	113.53	107.55	74.61	32.94	−18.20	103.69
FL HMO America—North Florida:							
High self	D91	0	40.10	33.76	6.34	N/A	28.36
High family	D92	0	100.26	74.61	25.65	N/A	87.90
FL HMO America—South Florida:							
High self	D81	0	51.58	33.76	17.82	N/A	53.24
High family	D82	0	117.61	74.61	43.00	N/A	125.49
FL HMO of Florida, Inc.:							
High self	ER1	33.79	35.69	33.46	2.23	−3.53	19.33
High family	ER2	92.91	97.81	74.61	23.20	−7.32	82.59
FL Humana—Jacksonville:							
High self	E21	0	33.26	31.18	2.08	N/A	18.01
High family	E22	0	91.36	74.61	16.75	N/A	68.62
FL Humana—Tampa:							
High self	E91	0	32.35	30.33	2.02	N/A	17.52
High family	E92	0	88.91	74.61	14.30	N/A	63.31
FL International Medical Centers:							
High self	EE1	40.00	35.82	33.58	2.24	−9.73	19.40
High family	EE2	104.50	102.28	74.61	27.67	−14.44	92.28
FL Medical Center Health Plan:							
High self	C21	0	36.18	33.76	2.42	N/A	19.87
High family	C22	0	95.88	74.61	21.27	N/A	78.41
FL Physicians Health Plan—Florida:							
High self	CZ1	0	38.39	33.76	4.63	N/A	24.66
High family	CZ2	0	115.15	74.61	40.54	N/A	120.16
FL Prucare of Jacksonville:							
High self	EC1	33.71	36.55	33.76	2.79	−2.89	20.67
High family	EC2	88.95	98.68	74.61	24.07	−2.49	84.48
FL Prucare of Orlando:							
High self	EH1	34.37	33.60	31.50	2.10	−4.24	18.20
High family	EH2	93.40	94.36	74.61	19.75	−11.26	75.12
FL Prucare—Tampa Bay:							
High self	FH1	0	34.85	32.67	2.18	N/A	18.88
High family	FH2	0	91.93	74.61	17.32	N/A	69.85
FL Whittaker—Florida:							
High self	F21	0	33.74	31.63	2.11	N/A	18.27
High family	F22	0	84.50	74.61	9.89	N/A	53.75

*NOTE: Where no Standard Option is shown, Plan has only one option.

US POSTAL SERVICE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM—Continued

Plan* (option-type enrollment)	Code No.	1986 total prem.	1987 Biweekly premium rates			Change in emp. payment	Monthly annuitant pays
			Total prem.	USPS pays	Emp. pays		
GA CIGNA Healthplan of Georgia:							
High self	EW1	43.27	42.61	33.76	8.85	−6.39	33.80
High family	EW2	114.66	112.91	74.61	38.30	−13.97	115.31
GA Health 1st:							
High self	EY1	41.20	42.36	33.76	8.60	−4.57	33.26
High family	EY2	113.34	116.50	74.61	41.89	−9.06	123.09
GA Healthamerica of Atlanta:							
High self	EX1	42.95	41.59	33.76	7.83	−7.09	31.59
High family	EX2	113.04	108.62	74.61	34.01	−16.64	106.01
GA Healthamerica—Augusta:							
High self	F51	0	38.55	33.76	4.79	N/A	25.01
High family	F52	0	102.17	74.61	27.56	N/A	92.04
GA Humana—Georgia:							
High self	F71	0	35.59	33.37	2.22	N/A	19.28
High family	F72	0	97.94	74.61	23.33	N/A	82.87
GA Kaiser—Georgia:							
High self	F81	0	41.52	33.76	7.76	N/A	31.44
High family	F82	0	98.11	74.61	23.50	N/A	83.24
GA Medcenters:							
High self	F31	0	38.54	33.76	4.78	N/A	24.98
High family	F32	0	100.92	74.61	26.31	N/A	89.33
GA Prucare of Atlanta (Prudential Health Care Plan):							
High self	EZ1	36.82	37.10	33.76	3.34	−5.45	21.86
High family	EZ2	103.07	103.89	74.61	29.28	−11.40	95.77
HI HMSA Plan:							
High self	871	30.33	34.66	32.49	2.17	−0.13	18.77
High family	872	72.51	91.85	74.61	17.24	7.12	69.68
HI HMSA's Community Health Program:							
High self	F61	31.27	34.44	32.29	2.15	−1.09	18.65
High family	F62	86.34	95.08	74.61	20.47	−3.48	76.68
HI Island Care:							
High self	F91	0	42.64	33.76	8.88	N/A	33.87
High family	F92	0	117.26	74.61	42.65	N/A	124.73
HI Kaiser Foundation Health Plan, Hawaii Region:							
High self	631	31.92	34.34	32.19	2.15	−1.74	18.60
High family	632	84.66	90.45	74.61	15.84	−6.43	66.65
Stnd self	634	0	29.20	27.38	1.82	N/A	15.82
Stnd family	635	0	79.03	74.09	4.94	N/A	42.81
IA Medical Associates HMO:							
High self	GY1	38.25	40.10	33.76	6.34	−3.88	28.36
High family	GY2	103.27	108.28	74.61	33.67	−7.21	105.28
IA Share Health Plan of Iowa, Inc.:							
High self	GS1	31.40	35.82	33.58	2.24	−1.13	19.40
High family	GS2	91.84	100.29	74.61	25.68	−3.77	87.97
ID Medical Service Bureau of Idaho:							
High self	811	54.08	52.83	33.76	19.07	13.02	55.94
High family	812	85.62	132.74	74.61	58.13	34.90	158.27
IL Anchor Organization for Health Maintenance:							
High self	171	38.24	38.78	33.76	5.02	−5.19	25.50
High family	172	110.92	104.72	74.61	30.11	−18.42	97.56
IL Blackhawk Health Assurance Plan:							
High self	LH1	31.37	38.03	33.76	4.27	0.93	23.88
High family	LH2	84.45	101.48	74.61	26.87	4.81	90.54
IL Carlecare:							
High self	FX1	36.50	36.12	33.76	2.36	−6.11	19.74
High family	FX2	99.63	102.93	74.61	28.32	−8.92	93.69
IL Chicago HMO Ltd.:							
High self	FJ1	34.92	37.17	33.76	3.41	−3.48	22.02
High family	FJ2	92.91	98.88	74.61	24.27	−6.25	84.91
Stnd self	FJ4	0	33.30	31.22	2.08	N/A	18.04
Stnd family	FJ5	0	88.58	74.61	13.97	N/A	62.59
IL Choice Healthcare Plan of Illinois:							
High self	FM1	41.36	40.10	33.76	6.37	−6.99	28.36
High family	FM2	109.08	105.75	74.61	31.14	−15.55	99.79
IL Drever HMO:							
High self	EU1	0	39.19	33.76	5.43	N/A	26.39
High family	EU2	0	109.70	74.61	35.09	N/A	108.35
IL Foundation Program:							
High self	LG1	41.20	36.46	33.76	2.70	−10.47	20.48
High family	LG2	111.29	98.84	74.61	24.23	−24.67	84.82
IL HAP of HMO Illinois, Inc.:							
High self	LF1	41.91	37.74	33.76	3.98	−9.90	23.25
High family	LF2	112.60	102.30	74.61	27.69	−22.52	92.32
IL Health Chicago:							
High self	GQ1	0	38.05	33.76	4.29	N/A	23.92
High family	GQ2	0	98.95	74.61	24.34	N/A	85.06
IL HMO Great Lakes:							
High self	FY1	34.80	36.19	33.76	2.43	−4.34	19.89
High family	FY2	91.67	95.34	74.61	20.73	−8.55	77.24
IL Maxicare Illinois:							
High self	FV1	39.00	39.00	33.76	5.24	−5.73	25.98
High family	FV2	111.18	111.14	74.61	36.53	−12.26	111.47
IL Michael Reese Health Plan:							
High self	751	38.11	33.96	31.84	2.12	−7.96	18.39
High family	752	102.64	90.98	74.61	16.37	−23.88	67.79
IL Personal Care HMO:							
High self	GE1	34.27	36.45	33.76	2.69	−3.55	20.45
High family	GE2	96.29	102.43	74.61	27.82	−6.08	92.60
IL Prucare of Illinois:							
High self	G41	37.66	37.19	33.76	3.43	−6.20	22.06
High family	G42	108.92	107.59	74.61	32.98	−13.55	103.78
IL Share Health Plan of Illinois, Inc.:							
High self	FP1	38.48	29.29	27.46	1.83	−8.62	15.86
High family	FP2	107.34	78.95	74.02	4.93	−40.02	42.76
IL Union Health Service:							
High self	761	38.18	37.86	33.76	4.10	−6.05	23.51
High family	762	106.38	105.76	74.61	31.15	−12.84	99.82
IN 1st Care Health Plan:							
High self	G11	0	36.02	33.76	2.26	N/A	19.52
High family	G12	0	106.26	74.61	31.65	N/A	100.90
IN Arnett HMO:							
High self	G21	0	37.69	33.76	3.93	N/A	23.14
High family	G22	0	98.73	74.61	24.12	N/A	84.59
IN Healthamerica Corporation of Indiana:							
High self	GK1	35.06	35.41	33.20	2.21	−4.82	19.18
High family	GK2	94.36	95.14	74.61	20.53	−11.44	76.81
IN Healthamerica of Fort Wayne:							
High self	GN1	36.11	34.93	32.75	2.18	−5.90	18.92
High family	GN2	95.41	97.19	74.61	22.58	−10.44	81.25
IN Key Health Plan:							
High self	GH1	44.96	35.73	33.50	2.23	−14.70	19.35
High family	GH2	107.46	101.73	74.61	27.12	−17.95	91.09
IN Maxicare Indiana:							
High self	GG1	36.85	38.51	33.76	4.75	−4.07	24.92
High family	GG2	102.62	106.67	74.61	32.06	−8.17	101.79
KS Family Health Plan:							
High self	HH1	34.90	34.12	31.99	2.13	−4.74	18.48
High family	HH2	87.27	85.28	74.61	10.67	−14.21	55.44
KS Health Care Plus—Wichita:							
High self	HC1	37.22	39.67	33.76	5.91	−3.28	27.43
High family	HC2	99.01	105.53	74.61	30.92	−5.70	99.32
KS Health Care Plus of Kansas—Greater Kansas Service Area:							
High self	H91	30.51	33.05	30.98	2.07	−0.41	17.90
High family	H92	81.17	89.25	74.61	14.64	−4.14	64.05
KS Health Care Plus of Kansas—Kansas City Service Area:							
High self	HJ1	34.60	40.14	33.76	6.38	−0.19	28.45
High family	HJ2	92.04	108.38	74.61	33.77	4.12	105.49
KS HMO Kansas—Capital Area Service Area:							
High self	HM1	35.53	36.81	33.76	3.05	−4.25	21.24
High family	HM2	95.61	99.41	74.61	24.80	−8.42	86.06
KS HMO Kansas—Central Kansas Service Area:							
High self	HP1	28.74	30.41	28.51	1.90	0.10	16.47
High family	HP2	77.10	81.64	74.61	7.03	−7.68	47.56
KS HMO Kansas—Greater Wichita Service Area:							
High self	PQ1	0	37.69	33.76	3.93	N/A	23.14
High family	PQ2	0	96.29	74.61	21.68	N/A	79.30
KS Humana—Kansas							
High self	HS1	0	35.40	33.19	2.21	N/A	19.17
High family	HS2	0	96.05	74.61	21.44	N/A	78.78
KS Kaiser Foundation Heath Plan of Kansas, City:							
High self	HA1	37.07	37.63	33.76	3.87	−5.17	23.01
High family	HA2	96.35	97.81	74.61	23.20	−10.76	82.59

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US POSTAL SERVICE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM—Continued

Plan (option-type enrollment)	Code No.	1986 total prem.	1987 Biweekly premium rates			Change in emp. payment	Monthly annuitant pays
			Total prem.	USPS pays	Emp. pays		
KY Healthamerica of Kentucky—Lexington Service Area:							
High self	191	40.79	37.90	33.76	4.14	−8.62	23.60
High family	192	93.93	91.40	74.61	16.79	−14.75	68.70
KY Healthamerica of Kentucky—Louisville Service Area:							
High self	181	45.84	39.42	33.76	5.66	−12.15	26.89
High family	182	105.59	95.10	74.61	20.49	−22.71	76.72
KY HMO Kentucky:							
High self	FG1	0	35.42	33.21	2.21	N/A	19.18
High family	FG2	0	89.16	74.61	14.55	N/A	63.85
KY Independence Health Plan of Kentucky:							
High self	HR1	36.74	39.12	33.76	5.36	−3.35	26.24
High family	HR2	88.19	94.47	74.61	19.86	−5.94	75.35
LA Cigna Healthplan of Shreveport/Bossier:							
High self	HX1	36.09	39.02	33.76	5.26	−2.80	26.02
High family	HX2	98.21	106.18	74.61	31.57	−4.25	100.73
LA Healthamerica of Louisiana:							
High self	HY1	43.31	41.30	33.76	7.54	−7.74	30.96
High family	HY2	108.90	103.93	74.61	29.32	−17.19	95.85
LA Maxicare of Louisiana:							
High self	JA1	36.51	37.98	33.76	4.22	−4.26	23.77
High family	JA2	104.28	108.45	74.61	33.84	−8.05	105.65
LA Ochsner Health Plan:							
High self	H41	0	37.13	33.76	3.37	N/A	21.93
High family	H42	0	104.90	74.61	30.29	N/A	97.95
LA Whittaker—Louisiana:							
High self	H61	0	33.56	31.46	2.10	N/A	18.18
High family	H62	0	97.06	74.61	22.45	N/A	80.97
MA Bay State Health Care:							
High self	KM1	45.35	43.86	33.76	10.10	−7.22	36.51
High family	KM2	122.46	118.41	74.61	43.80	−16.27	127.22
MA Berkshire Health Plan:							
High self	KH1	37.63	38.48	33.76	4.72	−4.88	24.85
High family	KH2	99.12	101.34	74.61	26.73	−10.00	90.24
MA Central Massachusetts Health Care:							
High self	J11	0	45.98	33.76	12.22	N/A	41.10
High family	J12	0	114.93	74.61	40.32	N/A	119.69
MA CIGNA—Massachusetts:							
High self	G61	0	41.48	33.76	7.72	N/A	31.35
High family	G62	0	100.06	74.61	25.45	N/A	87.47
MA Fallon Community Health Plan:							
High self	JV1	33.19	32.53	30.50	2.03	−3.13	17.62
High family	JV2	86.90	84.65	74.61	10.04	−14.47	54.08
MA Harvard Community Health Plan:							
High self	681	42.19	43.57	33.76	9.81	−4.35	35.88
High family	682	114.07	118.13	74.61	43.52	−8.16	126.62
MA Healthway Medical Plan, Inc.:							
High self	JY1	40.92	42.84	33.76	9.08	−3.81	34.30
High family	JY2	111.35	112.13	74.61	37.52	−11.44	113.62
MA Lahey Clinic—BC/BS Health Maintenance Plan:							
High self	JX1	35.73	39.69	33.76	5.93	−1.77	27.47
High family	JX2	104.70	108.15	74.61	33.54	−8.77	105.00
MA Medical East Community Health Plan:							
High self	JT1	38.33	39.96	33.76	6.20	−4.10	28.06
High family	JT2	104.31	108.70	74.61	34.09	−7.83	106.19
MA Medical West Community Health Plan:							
High self	JZ1	33.74	35.11	32.92	2.19	−3.52	19.02
High family	JZ2	91.88	95.60	74.61	20.99	−8.50	77.80
MA Metro West Health Plan:							
High self	JS1	40.68	39.09	33.76	5.33	−7.32	26.18
High family	JS2	111.40	102.86	74.61	28.25	−20.76	93.53
MA Montachusett Health Plan:							
High self	KP1	38.98	37.87	33.76	4.11	−6.84	23.53
High family	KP2	102.61	99.73	74.61	25.12	−15.10	86.75
MA Multi-Group Health Plan, Inc.:							
High self	KO1	37.96	41.76	33.76	8.00	−1.93	31.96
High family	KO2	104.41	114.83	74.61	40.22	−1.80	119.47
MA North Shore Health Plan:							
High self	JJ1	0	42.64	33.76	8.88	N/A	33.87
High family	JJ2	0	112.17	74.61	37.56	N/A	113.71
MA Pilgrim Health Plan:							
High self	JU1	44.71	46.13	33.76	12.37	−4.31	41.43
High family	JU2	116.25	119.98	74.61	45.37	−8.49	130.63
MA Tufts Associated Health Plan:							
High self	K21	41.51	41.37	33.76	7.61	−5.87	31.12
High family	K22	116.14	115.62	74.61	41.01	−12.74	121.18
MA Valley Health Plan:							
High self	K11	37.01	45.19	33.76	11.43	2.45	39.39
High family	K12	95.91	94.92	74.61	20.31	−13.21	76.33
MD Columbia Medical Plan:							
High self	671	33.06	34.98	32.79	2.19	−2.84	18.95
High family	672	88.62	95.87	74.61	21.26	−4.97	78.39
MD Free State Health Plan:							
High self	LD1	29.75	37.21	33.76	3.45	1.59	22.10
High family	LD2	82.37	103.00	74.61	28.39	8.41	93.84
MD Health America of Maryland:							
High self	JM1	38.16	39.08	33.76	5.32	−4.81	26.15
High family	JM2	104.43	106.90	74.61	32.29	−9.75	102.29
MD Healthplus, Inc.—Maryland:							
High self	JN1	42.19	42.64	33.76	8.88	−5.28	33.87
High family	JN2	95.41	94.60	74.61	19.99	−11.03	75.64
Stnd self	JN4	33.03	33.00	30.94	2.06	−2.94	17.87
Stnd family	JN5	73.16	73.46	68.87	4.59	−6.18	39.79
MD Johns Hopkins Health Plan:							
High self	JB1	0	35.39	33.18	2.21	N/A	19.17
High family	JB2	0	102.98	74.61	28.37	N/A	93.79
MD Kaiser Fnd Hlth Pln of the Mid-Atlantic States, Inc Baltimore:							
High self	E71	35.52	36.26	33.76	2.50	−4.99	20.04
High family	E72	88.80	90.68	74.61	16.07	−10.34	67.14
MD M.D. IPA—The Quality Care Health Plan:							
High self	JP1	33.40	36.41	33.76	2.65	−2.72	20.37
High family	JP2	89.15	97.79	74.61	23.18	−3.58	82.55
MD The Care First Plan:							
High self	JQ1	41.78	31.91	29.92	1.99	−11.76	17.28
High family	JQ2	104.45	91.88	74.61	17.27	−24.79	69.74
MI Comprehensive Health Services of Detroit, Inc.:							
High self	K31	34.48	34.92	32.74	2.18	−4.27	18.91
High family	K32	96.55	91.50	74.61	16.89	−17.27	68.92
MI Great Lakes Health Care:							
High self	G71	0	42.07	33.76	8.31	N/A	32.63
High family	G72	0	104.61	74.61	30.00	N/A	97.32
MI Greater Flint HMO:							
High self	KN1	0	35.42	33.21	2.21	N/A	19.18
High family	KN2	0	106.30	74.61	31.69	N/A	100.99
MI Group Health Plan of Michigan:							
High self	K61	44.78	42.27	33.76	8.51	−8.24	33.07
High family	K62	107.48	101.05	74.61	26.44	−18.65	89.61
MI Group Health Service of Michigan:							
High self	K51	36.05	38.85	33.76	5.09	−2.93	25.66
High family	K52	90.19	97.14	74.61	22.53	−5.27	81.14
MI Health Alliance Plan:							
High self	521	46.75	45.44	33.76	11.68	−7.04	39.93
High family	522	108.77	105.76	74.61	31.15	−15.23	99.82
MI Health Care Network:							
High self	LX1	33.18	36.99	33.76	3.23	−1.92	21.63
High family	LX2	104.51	116.51	74.61	41.90	−0.22	123.11
MI Health Central							
High self	LN1	32.44	31.16	29.21	1.95	−2.46	16.88
High family	LN2	102.48	98.17	74.61	23.56	−16.53	83.37
MI Health Circle:							
High self	KF1	37.60	34.27	32.13	2.14	−7.43	18.56
High family	KF2	107.34	93.49	74.61	18.88	−26.07	73.23
MI Health Plus of Michigan:							
High self	K41	47.55	44.8.	33.76	11.04	−8.48	38.55
High family	K42	115.08	108.41	74.61	33.80	−18.89	105.56
MI HMO America—Michigan:							
High self	G81	0	39.77	33.76	6.01	N/A	27.65
High family	G82	0	101.17	74.61	26.56	N/A	89.87
MI HMO West:							
High self	KX1	0	37.55	33.76	3.79	N/A	22.84
High family	KX2	0	89.46	74.61	14.85	N/A	64.50

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US POSTAL SERVICE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM—Continued

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			Total prem.	USPS pays	Emp. pays		
MI Independence Health Plan:							
High self	KC1	34.15	37.34	33.76	3.58	−2.54	22.38
High family	KC2	114.42	125.06	74.61	50.45	−1.58	141.63
MI McAuley Health Plan:							
High self	KZ1	0	43.57	33.76	9.81	N/A	35.88
High family	KZ2	0	114.09	74.61	39.48	N/A	117.87
MI Michigan HMO Plans, Inc.:							
High self	KA1	42.08	40.59	33.76	6.83	−7.22	29.43
High family	KA2	103.62	98.87	74.61	24.26	−16.97	84.89
MI Western Michigan Health Care Network:							
High self	KR1	33.95	31.91	29.92	1.99	−3.93	17.28
High family	KR2	107.27	100.83	74.61	26.22	−18.66	89.13
MN Coordinated Health Care, Inc.:							
High self	M21	29.17	31.28	29.33	1.95	0.13	16.94
High family	M22	93.55	88.36	74.61	13.75	−17.41	62.12
MN Group Health, Inc.:							
High self	531	32.29	33.76	31.65	2.11	−2.15	18.29
High family	532	85.70	86.72	74.61	12.11	−9.20	58.56
Stnd self	533	25.03	25.13	23.56	1.57	0.01	13.61
Stnd family	585	64.90	66.94	62.76	4.18	0.12	36.26
MN HMO Minnesota:							
High self	LP1	29.22	30.31	28.42	1.89	0.06	16.42
High family	LP2	86.8.	90.02	74.61	15.41	−9.00	65.71
MN Medcenters Health Plan:							
High self	KT1	30.75	30.79	28.87	1.92	−0.80	16.68
High family	KT2	91.77	91.78	74.61	17.17	−12.21	69.53
MN More HMO Plan, Inc.:							
High self	KK1	33.69	34.65	32.48	2.17	−3.49	18.77
High family	KK2	87.64	90.84	74.61	16.23	−9.02	67.49
MN Physicians Health Plan of Minnesota:							
High self	M11	29.81	30.99	29.05	1.94	0.08	16.79
High family	M12	95.48	83.99	74.61	9.38	−23.71	52.65
MN Share Health Plan:							
High self	111	29.88	27.48	25.76	1.72	−0.15	14.88
High family	112	85.39	81.23	74.61	6.62	−16.38	46.67
MO CIGNA—St. Louis:							
High self	GR1	0	35.28	33.08	2.20	N/A	19.11
High family	GR2	0	95.98	74.61	21.37	N/A	78.63
MO Group Health Plan of Greater St. Louis:							
High self	MM1	40.23	42.38	33.76	8.62	−3.58	33.30
High family	MM2	106.63	112.03	74.61	37.42	−6.82	113.40
Stnd self	MM4	0	37.45	33.76	3.69	N/A	22.62
Stnd family	MM5	0	98.98	74.61	24.37	N/A	85.13
MO Health Plan of Mid-America:							
High self	N31	42.26	43.08	33.76	9.32	−4.91	34.82
High family	N32	109.25	111.35	74.61	36.74	−10.12	111.93
MO Healthcare Network of St. Louis:							
High self	121	39.73	39.11	33.76	5.35	−6.35	26.22
High family	122	97.47	95.96	74.61	21.35	−13.73	78.58
MO Maxicare Health Plan of Missouri, Inc.:							
High self	MP1	43.98	38.98	33.76	5.22	−10.73	25.94
High family	MP2	122.13	102.44	74.61	27.83	−31.91	92.62
MO Prime Health:							
High self	MS1	39.60	38.51	33.76	4.75	−6 .82	24.92
High family	MS2	96.61	103.63	74.61	29.02	−5.20	95.20
Stnd self	MS4	0	34.24	32.10	2.14	N/A	18.55
Stnd family	MS5	0	92.11	74.61	17.50	N/A	70.24
MO Prucare—St. Louis:							
High self	H71	0	35.50	33.28	2.22	N/A	19.23
High family	H72	0	95.76	74.61	21.15	N/A	78.15
MO Sanus of Missouri:							
High self	H81	0	40.19	33.76	6.43	N/A	28.56
High family	H82	0	99.66	74.61	25.05	N/A	86.60
MO Total Health Care:							
High self	LZ1	44.01	42.21	33.76	8.45	−7.53	32.94
High family	LZ2	107.05	103.54	74.61	28.93	−15.73	95.01
NC Healthamerica of North Carolina:							
High self	Q51	37.84	36.50	33.76	2.74	−7.07	20.56
High family	Q52	99.10	95.62	74.61	21.01	−15.70	77.85
NC Kaiser Foundation Health Plan of North Carolina:							
High self	QT1	31.94	33.50	31.41	2.09	−1.82	18.14
High family	QT2	74.07	77.82	72.96	4.86	−6.82	42.15
NC Personal Care Plan:							
High self	QQ1	47.80	42.30	33.76	8.54	−11.23	33.13
High family	QQ2	104.68	92.63	74.61	18.02	−24.27	71.37
NC Prucare—Charlotte:							
High self	Q41	0	29.63	27.78	1.85	N/A	16.05
High family	Q42	0	82.98	74.61	8.37	N/A	50.46
ND Capcare:							
High self	QX1	39.44	33.94	31.82	2.12	−9.29	18.38
High family	QX2	90.54	89.74	74.61	15.13	−13.02	65.11
ND Medcenters Health Plan—Fargo Clinic:							
High self	Q61	0	34.42	32.27	2.15	N/A	18.64
High family	Q62	0	90.18	74.61	15.57	N/A	66.06
NE Healthamerica of Lincoln:							
High self	NA1	48.10	44.86	33.76	11.10	−8.97	38.68
High family	NA2	105.82	98.68	74.61	24.07	−19.36	84.48
Stnd self	NA4	35.14	39.02	33.76	5.26	−1.85	26.02
Stnd family	NA5	77.34	85.88	74.61	11.27	−3.68	56.74
NE Healthamerica of Nebraska:							
High self	N81	44.80	40.45	33.76	6.69	−10.08	29.12
High family	N82	98.86	88.98	74.61	14.37	−22.10	63.46
NE Share Health Plan of Nebraska:							
High self	NF1	37.40	34.78	32.61	2.17	−7.20	18.84
High family	NF2	99.84	93.51	74.61	18.90	−18.55	73.28
NH Good Health Network:							
High self	NT1	0	40.65	33.76	6.89	N/A	29.55
High family	NT2	0	98.00	74.61	23.39	N/A	83.00
NH Healthsource—New Hampshire:							
High self	J21	0	35.26	33.06	2.20	N/A	19.10
High family	J22	0	97.77	74.61	23.16	N/A	82.50
NH Matthew Thornton Health Plan:							
High self	NX1	29.17	33.56	31.46	2.10	0.28	18.18
High family	NX2	79.19	91.06	74.61	16.45	−0.35	67.97
NJ Americare of New Jersey:							
High self	P61	36.30	37.50	33.76	3.74	−4.53	22.73
High family	P62	83.49	90.98	74.61	16.37	−4.73	67.79
NJ CIGNA—New Jersey:							
High self	PP1	0	33.70	31.59	2.11	N/A	18.25
High family	PP2	0	84.79	74.61	10.18	N/A	54.38
NJ COMED Inc.:							
High self	P41	33.02	35.96	33.71	2.25	−2.74	19.48
High family	P42	86.86	94.91	74.61	20.30	−4.17	76.31
NJ Healthways, Inc.:							
High self	PC1	40.09	43.62	33.76	9.86	−2.20	35.99
High family	PC2	109.88	114.26	74.61	39.65	−7.84	118.23
NJ HIP of Greater New Jersey, Inc.:							
High self	P91	37.54	35.37	33.16	2.21	−7.30	19.16
High family	P92	93.00	87.61	74.61	13.00	−17.61	60.49
NJ HMO of New Jersey:							
High self	P31	29.98	35.54	33.32	2.22	0.27	19.25
High family	P32	75.76	94.40	74.61	19.79	6.42	75.20
Stnd self	P34	0	29.30	27.47	1.83	N/A	15.87
Stnd family	P35	0	78.38	73.48	4.90	N/A	42.45
NJ Medigroup—Mercer, Inc.:							
High self	PS1	19.17	28.07	26.32	1.75	0.55	15.20
High family	PS2	58.20	78.43	73.53	4.90	1.26	42.48
NJ Medigroup—Shoreline:							
High self	J31	0	31.52	29.55	1.97	N/A	17.07
High family	J32	0	81.71	74.61	7.10	N/A	47.71
NJ Omni Care/The HMO:							
High self	PR1	31.58	32.36	30.34	2.02	−1.53	17.53
High family	PR2	88.66	77.68	72.83	4.85	−21.42	42.08
NJ Prucare of New Jersey:							
High self	PB1	34.43	38.63	33.76	4.87	−1.53	25.18
High family	PB2	75.75	84.97	74.61	10.36	−3.00	54.77
NJ Rutgers Community Health Plan:							
High self	PA1	35.03	35.70	33.47	2.23	−4.77	.....
High family	PA2	80.54	83.52	74.61	8.91	−9.24	51.63
NM FHP—New Mexico:							
High self	P21	0	32.97	30.91	2.06	N/A	.....
High family	P22	0	85.36	74.61	10.75	N/A	55.62
NM Firstsource:							
High self	J41	0	37.25	33.76	3.49	N/A	22.19
High family	J42	0	93.69	74.61	19.08	N/A	73.66

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US POSTAL SERVICE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM—Continued

Plan* (option-type enrollment)	Code No.	1986 total prem.	1987 Biweekly premium rates			Change in emp. payment	Monthly annuitant pays
			Total prem.	USPS pays	Emp. pays		
NM Health Dimensions/ New Mexico:							
High self	PT1	34.55	34.48	32.32	2.16	−4.36	18.68
High family	PT2	89.08	90.29	74.61	15.68	−11.01	66.30
NM Lovelace Health Plan:							
High self	Q11	32.32	32.32	30.30	2.02	−2.27	17.51
High family	Q12	84.05	84.05	74.61	9.44	−12.22	52.78
NM New Mexico Health Plan:							
High self	PX1	33.13	34.89	32.71	2.18	−2.92	18.90
High family	PX2	84.80	89.47	74.61	14.86	−7.55	64.52
NV Americare of Nevada Health Plan:							
High self	NP1	0	48.35	33.76	14.59	N/A	46.24
High family	NP2	0	119.89	74.61	45.28	N/A	130.43
NV Health Plan of Nevada, Ltd., Las Vegas:							
High self	NM1	44.44	47.07	33.76	13.31	−3.10	43.47
High family	NM2	104.16	111.14	74.61	36.53	−5.24	111.47
NV Health Plan of Nevada, Ltd., Reno:							
High self	NH1	44.44	43.08	33.76	9.32	−7.09	34.82
High family	NH2	114.56	101.72	74.61	27.11	−25.06	91.06
NV Maxicare—Nevada:							
High self	NR1	0	41.13	33.76	7.37	N/A	30.60
High family	NR2	0	106.04	74.61	31.43	N/A	100.42
NY Choicecare Long Island:							
High self	J61	0	36.03	33.76	2.27	N/A	19.55
High family	J62	0	91.12	74.61	16.51	N/A	68.10
NY Community Blue, HMO of Blue Cross of Western New York:							
High self	J71	0	28.26	26.49	1.77	N/A	15.31
High family	J72	0	76.29	71.52	4.77	N/A	41.32
NY Community Health Plan:							
High self	PW1	32.62	31.62	29.64	1.98	−2.61	17.13
High family	PW2	84.08	82.24	74.61	7.63	−14.06	48.86
NY Empire Blue Cross/Blue Shield Health Net (Region I):							
High self	S11	0	30.98	29.04	1.94	N/A	16.78
High family	S12	0	81.39	74.61	6.78	N/A	47.02
NY Empire Blue Cross/Blue Shield Health Net (Region II):							
High self	S21	0	32.42	30.39	2.03	N/A	17.56
High family	S22	0	84.38	74.61	9.77	N/A	53.49
NY Empire Blue Cross/Blue Shield Health Net (Region III):							
High self	S71	0	36.14	33.76	2.38	N/A	19.78
High family	S72	0	92.82	74.61	18.21	N/A	71.78
NY Empire Blue Cross/Blue Shield Health Net (Region IV):							
High self	151	41.82	40.11	33.76	6.35	−7.44	28.38
High family	152	100.08	103.19	74.61	28.58	−9.11	94.25
NY Genesee Valley Group Health Association:							
High self	211	31.94	33.79	31.68	2.11	−1.80	18.30
High family	212	80.61	78.66	73.74	4.92	−13.30	42.61
NY GHI Health Plan:							
High self	801	31.96	37.81	33.76	4.05	0.12	23.40
High family	802	96.34	115.49	74.61	40.88	6.93	120.90
NY Health Care Plan, Inc.:							
High self	Q81	29.08	28.56	26.78	1.78	−0.04	15.47
High family	Q82	75.89	74.51	69.85	4.66	−8.84	40.36
NY Health Insurance Plan of Greater New York (HIP/ HMO):							
High self	511	31.10	32.62	30.58	2.04	−1.03	17.67
High family	512	88.47	90.20	74.61	15.59	−10.49	66.10
NY Healthshield, Inc.:							
High self	QB1	30.09	32.56	30.53	2.03	−0.03	17.64
High family	QB2	93.12	99.70	74.61	25.09	−5.64	86.69
NY Independent Health Association:							
High self	QA1	27.24	27.51	25.79	1.72	0.02	14.90
High family	QA2	76.80	73.62	69.02	4.60	−9.81	39.88
NY Kaiser Foundation Health Plan of the Northeast:							
High self	QH1	31.72	31.76	29.78	1.98	−1.71	17.20
High family	QH2	82.49	82.57	74.61	7.96	−12.14	49.57
NY Prepaid Health Plan:							
High self	QE1	29.94	31.49	29.52	1.97	0.06	17.06
High family	QE2	78.69	82.68	74.61	8.07	−8.23	49.81
NY Rochester Health Network:							
High self	J91	0	32.76	30.71	2.05	N/A	17.74
High family	J92	0	84.48	74.61	9.87	N/A	53.71
NY US Healthcare—New York:							
High self	JC1	0	35.33	33.12	2.21	N/A	19.14
High family	JC2	0	97.53	74.61	22.92	N/A	81.99
NY Whittaker—New York:							
High self	Q21	0	30.44	28.54	1.90	N/A	16.49
High family	Q22	0	81.19	74.61	6.58	N/A	46.58
OH Health Maintenance Plan/Canton:							
High self	J51	0	39.17	33.76	5.41	N/A	26.35
High family	J52	0	97.93	74.61	23.32	N/A	82.85
OH Health Maintenance Plan/Cincinnati:							
High self	141	39.32	39.32	33.76	5.56	−5.73	26.67
High family	142	101.19	101.19	74.61	26.58	−12.22	89.91
OH Health Maintenance Plan/Dayton:							
High self	R51	40.72	40.72	33.76	6.96	−5.73	29.71
High family	R52	104.86	104.86	74.61	30.25	−12.22	97.87
OH Health Maintenance Plan/Warren—Youngstown:							
High self	RA1	39.50	40.68	33.76	6.92	−4.55	29.62
High family	RA2	102.75	105.83	74.61	31.22	−9.14	99.97
OH Health One:							
High self	R41	37.89	38.96	33.76	5.20	−4.66	25.89
High family	R42	96.60	97.99	74.61	23.38	−10.83	82.98
OH Healthamerica of Ohio—Akron Service Area:							
High self	R11	35.78	38.90	33.76	5.14	−2.61	25.76
High family	R12	95.46	105.03	74.61	30.42	−2.65	98.24
OH Healthamerica of Ohio—Cincinnati/Dayton Service Area:							
High self	R21	35.91	36.51	33.76	2.75	−5.13	20.58
High family	R22	94.83	98.60	74.61	23.99	−8.45	84.30
OH Healthamerica of Ohio—Columbus Service Area:							
High self	R31	33.77	34.33	32.18	2.15	−3.59	18.59
High family	R32	89.14	92.71	74.61	18.10	−8.65	71.54
OH Healthamerica of Ohio—Toledo/Cleveland Service Area:							
High self	R61	35.48	38.33	33.76	4.57	−2.88	24.53
High family	R62	94.70	103.52	74.61	28.91	−3.40	94.96
OH Healthohio, Inc.:							
High self	RF1	32.06	28.67	26.88	1.79	−2.24	15.53
High family	RF2	101.67	90.93	74.61	16.32	−22.96	67.69
OH Healthsphere:							
High self	KY1	0	36.54	33.76	2.78	N/A	20.65
High family	KY2	0	92.12	74.61	17.51	N/A	70.26
OH HMO Health Ohio:							
High self	L41	40.24	35.56	33.34	2.22	−9.99	19.26
High family	L42	101.36	88.80	74.61	14.19	−24.78	63.07
OH Kaiser Foundation Health Plan of Akron Ohio:							
High self	CS1	0	32.69	30.65	2.04	N/A	17.71
High family	CS2	0	77.45	72.61	4.84	N/A	41.95
OH Kaiser Foundation Health Plan of Cleveland Ohio:							
High self	641	36.34	34.46	32.31	2.15	−6.16	18.66
High family	642	95.89	90.01	74.61	15.40	−18.10	65.69
OH Maxicare, Ohio:							
High self	QZ1	39.50	41.29	33.76	7.53	−3.94	30.94
High family	QZ2	100.42	105.24	74.61	30.63	−7.40	98.69
OH Metlife—Ohio (Akron/ Canton):							
High self	Q71	0	38.12	33.76	4.36	N/A	24.07
High family	Q72	0	105.36	74.61	30.75	N/A	98.95
OH Metlife—Ohio (Cleveland):							
High self	AS1	0	35.93	33.68	2.25	N/A	19.46
High family	AS2	0	99.34	74.61	24.73	N/A	85.91

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US POSTAL SERVICE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM—Continued

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			Total prem.	USPS pays	Emp. pays		
OH Peak Health Plan of Ohio:							
High self	R81	34.76	40.30	33.76	6.54	−0.19	28.80
High family	R82	92.22	107.32	74.61	32.71	2.87	105.20
OH Physicians Health Plan of Ohio:							
High self	R91	33.98	37.25	33.76	3.49	−2.46	22.19
High family	R92	90.04	98.71	74.61	24.10	−3.55	84.54
OH Prucare-Central Ohio:							
High self	AY1	0	40.23	33.76	6.47	N/A	28.65
High family	AY2	0	89.55	74.61	14.94	N/A	64.69
OH Prucare-Cincinnati:							
High self	B51	0	39.06	33.76	5.30	N/A	26.11
High family	B52	0	98.85	74.61	24.24	N/A	84.85
OH Western Reserve Health Plan:							
High self	RD1	37.72	37.16	33.76	3.40	−6.29	21.99
High family	RD2	107.02	95.67	74.61	21.06	−23.57	77.96
OK Choice Healthcare Plan of Oklahoma:							
High self	RM1	41.92	35.61	33.38	2.23	−11.66	19.29
High family	RM2	102.76	98.49	74.61	23.88	−16.49	84.07
OK Health Care Plus—Oklahoma:							
High self	RT1	32.97	36.42	33.76	2.66	−2.28	20.39
High family	RT2	87.68	98.32	74.61	23.71	−1.58	83.70
OK HMO of Oklahoma:							
High self	RW1	38.01	32.20	30.19	2.01	−7.97	17.44
High family	RW2	103.88	84.32	74.61	9.71	−31.78	53.36
OK Pacificare-Oklahoma:							
High self	N11	0	35.43	33.22	2.21	N/A	19.19
High family	N12	0	98.81	74.61	24.20	N/A	84.76
OK Prucare of Oklahoma City:							
High self	RR1	37.01	31.77	29.78	1.99	−6.99	17.21
High family	RR2	122.20	93.61	74.61	19.00	−40.81	73.49
Stnd self	RR4	29.12	29.09	27.27	1.82	0	15.76
Stnd family	RR5	85.03	89.28	74.61	14.67	−7.97	64.11
OK Prucare of Tulsa:							
High self	RS1	39.85	39.29	33.76	5.53	−6.29	26.61
High family	RS2	107.63	106.08	74.61	31.47	−13.77	100.51
OK Takecare of Oklahoma (Oklahoma City):							
High self	N51	0	39.41	33.76	5.65	N/A	26.87
High family	N52	0	107.30	74.61	32.69	N/A	103.15
OK Takecare of Oklahoma (Tulsa):							
High self	RX1	40.03	45.14	33.76	11.38	−0.62	39.28
High family	RX2	108.97	122.90	74.61	48.29	1.71	186.95
OR Bestcare:							
High self	N61	0	35.54	33.32	2.22	N/A	19.25
High family	N62	0	98.13	74.61	18.52	N/A	72.45
OR Capitol Health Care:							
High self	LS1	38.49	38.27	33.76	4.51	−5.95	24.40
High family	LS2	94.89	94.32	74.61	19.71	−12.79	75.03
OR Eugene Clinic Health Plan:							
High self	RZ1	32.39	35.64	33.41	2.23	−2.13	19.30
High family	RZ2	77.49	87.29	74.61	12.68	−2.42	59.80
OR Kaiser Foundation Health Plan of the Northwest:							
High self	571	40.99	43.26	33.76	9.50	−3.46	35.21
High family	572	106.07	113.68	74.61	39.07	−4.61	116.98
Stnd self	574	31.03	31.03	29.00	1.94	−1.06	16.81
Stnd family	575	78.82	75.82	71.08	4.74	−11.69	41.07
OR National Hospital Association Plan:							
High self	841	46.49	35.65	33.42	2.23	−16.23	19.31
High family	842	121.77	93.88	74.61	19.27	−40.11	74.08
OR Northwest Americare Health Plan:							
High self	AF1	0	35.59	33.37	2.22	N/A	19.28
High family	AF2	0	91.62	74.61	17.01	N/A	69.18
OR Pacificare-Oregon:							
High self	SS1	0	34.35	32.20	2.15	N/A	18.61
High family	SS2	0	90.33	74.61	15.72	N/A	68.36
OR Selectcare:							
High self	SD1	35.25	33.62	31.52	2.10	−5.12	18.21
High family	SD2	95.45	91.36	74.61	16.75	−16.31	66.02
OR The Good Health Plan:							
High self	N71	0	28.04	26.29	1.75	N/A	15.19
High family	N72	0	79.01	74.07	4.94	N/A	42.80
PA Central Medical Health Services, Inc.:							
High self	241	35.87	38.04	33.76	4.28	−5.56	23.90
High family	242	86.80	92.08	74.61	17.47	−6.94	70.18
PA Delaware Valley HMO of Pennsylvania:							
High self	SN1	35.78	36.92	33.76	3.16	−4.59	21.47
High family	SN2	94.76	97.95	74.61	23.34	−9.03	82.90
Stnd self	SN4	0	31.27	29.32	1.95	N/A	16.94
Stnd family	SN5	0	82.96	74.61	8.35	N/A	50.42
PA Geisinger Health Plan:							
High self	N91	0	34.20	32.06	2.14	N/A	18.52
High family	N92	0	83.65	74.61	9.04	N/A	51.91
PA Healthamerica of Pennsylvania (Central):							
High self	SW1	34.74	33.86	31.74	2.12	−4.59	18.34
High family	SW2	84.47	85.11	74.61	10.50	−11.58	55.07
PA Healthamerica of Pennsylvania (Northeastern):							
High self	B31	0	31.89	29.90	1.99	N/A	17.27
High family	B32	0	81.49	74.61	6.88	N/A	47.25
PA Healthamerica of Philadelphia:							
High self	491	38.29	40.09	33.76	6.33	−3.93	28.34
High family	492	92.41	96.41	74.61	21.80	−8.22	79.56
PA Healthamerica of Pittsburgh:							
High self	261	37.97	37.43	33.76	3.67	−6.27	22.58
High family	262	105.50	102.00	74.61	27.39	−13.72	91.67
PA Healthamerica of Lancaster:							
High self	NQ1	0	31.48	29.51	1.97	N/A	17.05
High family	NQ2	0	83.75	74.61	9.14	N/A	52.13
PA HMO of Pennsylvania:							
High self	SU1	36.34	34.68	32.51	2.17	−6.14	18.78
High family	SU2	99.78	95.38	74.61	20.77	−16.62	77.33
Stnd self	SU4	0	29.35	27.52	1.83	N/A	15.90
Stnd family	SU5	0	80.96	74.61	6.35	N/A	46.08
PA HMO of Western Pa., Inc.:							
High self	SF1	34.69	39.76	33.76	6.00	−0.66	27.63
High family	SF2	95.41	109.34	74.61	34.73	1.71	107.57
PA Keystone Health Plan—Harrisburg:							
High self	S41	29.26	31.82	29.83	1.99	0.16	17.23
High family	S42	71.95	78.26	73.37	4.89	−4.67	42.39
PA Keystone Health Plan—Lehigh:							
High self	ST1	32.13	35.05	32.86	2.19	−1.91	18.98
High family	ST2	79.01	86.22	74.61	11.61	−5.01	57.48
PA Silver Spring Health Plan:							
High self	NW1	0	34.74	32.57	2.17	N/A	18.82
High family	NW2	0	89.96	74.61	15.35	N/A	65.58
PA The Philadelphia Health Plan:							
High self	271	39.42	41.03	33.76	7.27	−4.12	30.38
High family	272	87.89	91.49	74.61	16.88	−8.62	68.90
PA Whittaker-Pittsburgh:							
High self	NZ1	0	35.98	33.73	2.25	N/A	19.49
High family	NZ2	0	99.18	74.61	24.57	N/A	85.56
RI Blackstone Valley Medigroup:							
High self	LU1	25.91	27.09	25.40	1.69	0.07	14.67
High family	LU2	67.22	70.30	65.91	4.39	−0.44	58.08
RI Ocean State Physicians Health Plan:							
High self	T11	38.28	32.35	30.33	2.02	−8.23	17.52
High family	T12	91.85	84.80	74.61	10.19	−19.27	54.40
RI Righa Health Plan:							
High self	701	38.81	43.73	33.76	9.97	−0.81	36.23
High family	702	96.90	109.06	74.61	34.45	−0.06	106.97
Stnd self	704	36.54	39.69	33.76	5.93	−2.58	27.47
Stnd family	705	88.38	96.00	74.61	21.39	−4.60	78.67
SC Companion Health Care Corporation:							
High self	TF1	30.24	34.78	32.61	2.17	−0.04	18.84
High family	TF2	73.92	85.01	74.61	10.40	−1.13	54.86
SC HCA Care-South Carolina:							
High self	PZ1	0	34.27	32.13	2.14	N/A	18.56
High family	PZ2	0	89.75	74.61	15.14	N/A	65.13
SC Healthamerica of South Carolina:							
High self	TA1	34.33	32.01	30.01	2.00	−4.30	17.34
High family	TA2	81.30	75.56	70.84	4.72	−14.28	40.93

*NOTE: Where no Standard Option is shown, Plan has only one option.

US POSTAL SERVICE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM—Continued

Plan* (option-type enrollment)	Code No.	1986 total prem.	1987 Biweekly premium rates			Change in emp. payment	Monthly annuitant pays
			Total prem.	USPS pays	Emp. pays		
SC Whittaker-South Carolina:							
High self	SY1	0	29.71	27.85	1.86	N/A	16.09
High family	SY2	0	71.45	66.98	4.47	N/A	38.70
TN HCA Care of Tennessee:							
High self	SZ1	0	36.59	33.76	2.83	N/A	20.76
High family	SZ2	0	90.73	74.61	16.12	N/A	67.25
TN Prucare of Memphis:							
High self	UB1	37.69	36.69	33.76	2.93	−6.75	20.97
High family	UB2	108.54	108.98	74.61	34.37	−11.78	106.79
Stnd self	UB4	0	33.57	31.47	2.10	N/A	18.18
Stnd family	UB5	0	99.69	74.61	25.08	N/A	86.66
TN Prucare of Nashville:							
High self	UA1	44.78	41.63	33.76	7.87	−8.88	51.68
High family	UA2	104.62	92.71	74.61	18.10	−24.15	71.54
Stnd self	UA4	33.42	28.19	26.43	1.76	−3.63	15.27
Stnd family	UA5	86.03	75.18	70.48	4.70	−18.94	40.72
TN Whittaker-Tennessee:							
High self	T41	0	32.05	30.05	2.00	N/A	17.36
High family	T42	0	87.50	74.61	12.89	N/A	60.25
TX Central Texas Health Plan:							
High self	TW1	44.26	42.82	33.76	9.06	−7.17	34.26
High family	TW2	122.75	118.68	74.61	44.07	−16.29	127.81
TX Cigna Healthplan of Texas, Inc., Dallas:							
High self	UG1	35.83	38.97	33.76	5.21	−2.59	25.91
High family	UG2	100.33	109.36	74.61	34.75	−3.19	107.62
TX Cigna Healthplan of Texas, Inc., Houston:							
High self	UH1	38.59	38.59	33.76	4.83	−5.75	25.09
High family	UH2	110.00	108.08	74.61	33.47	−14.14	104.84
TX Coastal Bend Health Plan:							
High self	T51	0	33.46	31.37	2.09	N/A	18.12
High family	T52	0	88.47	74.61	13.86	N/A	62.55
TX Healthamerica of Texas:							
High self	UR1	38.99	41.50	33.76	7.74	−3.22	31.40
High family	UR2	109.17	116.21	74.61	41.60	−5.18	122.46
TX Humana-Corpus Christi:							
High self	TX1	39.75	36.14	33.76	2.38	−9.34	19.78
High family	TX2	111.03	112.01	74.61	37.40	−11.24	113.56
TX Humana-Dallas:							
High self	T71	0	37.10	33.76	3.34	N/A	21.86
High family	T72	0	102.75	74.61	28.14	N/A	95.29
TX Humana-Houston:							
High self	T91	0	37.69	33.76	3.93	N/A	23.14
High family	T92	0	104.37	74.61	29.76	N/A	96.81
TX Humana-San Antonio:							
High self	TZ1	40.24	33.28	31.20	2.08	−10.13	18.03
High family	TZ2	112.41	101.15	74.61	26.54	−23.48	89.83
TX Kaiser Foundation Health Plan of Texas:							
High self	UK1	36.71	37.60	33.76	3.84	−4.84	22.95
High family	UK2	101.58	97.96	74.61	23.35	−15.84	82.92
TX Maxicare—North Texas, Inc.:							
High self	UC1	39.53	36.07	33.76	2.31	−9.19	19.63
High family	UC2	100.15	91.82	74.61	17.21	−20.55	69.61
TX Maxicare Texas, Inc.:							
High self	UM1	46.14	42.42	33.76	8.66	−9.45	33.59
High family	UM2	118.12	108.59	74.61	33.98	−21.75	105.95
TX Mid-Texas Health Plan:							
High self	TB1	38.28	38.47	33.76	4.71	−5.54	24.83
High family	TB2	105.38	108.67	74.61	34.06	−8.93	106.12
TX Prucare of Austin:							
High self	UN1	40.25	36.15	33.76	2.39	−9.83	19.80
High family	UN2	108.71	98.80	74.61	24.19	−22.15	84.74
TX Prucare of Houston:							
High self	UP1	38.00	35.98	33.73	2.25	−7.72	19.49
High family	UP2	110.87	108.17	74.61	33.56	−14.92	105.04
TX Prucare of San Antonio:							
High self	UD1	36.60	34.87	32.69	2.18	−6.39	18.89
High family	UD2	102.26	107.37	74.61	32.76	−7.11	103.51
TX Sanus Texas Health Plan (Dallas):							
High self	V21	38.46	35.73	33.50	2.23	−8.20	19.35
High family	V22	105.76	98.26	74.61	23.65	−19.72	83.57
TX Sanus Texas Health Plan (Houston):							
High self	UZ1	40.36	36.39	33.76	2.63	−9.70	20.35
High family	UZ2	111.03	100.08	74.61	25.47	−23.17	87.51
TX Scott and White Health Plan, Inc.:							
High self	UF1	33.73	35.84	33.60	2.24	−3.46	19.41
High family	UF2	90.17	95.71	74.61	21.10	−6.68	78.04
TX Share Health Plan of Texas:							
High self	TT1	39.59	40.52	33.76	6.76	−4.80	29.27
High family	TT2	109.80	112.39	74.61	37.78	−9.63	114.18
TX South Texas Health Plan:							
High self	TC1	44.84	38.75	33.76	4.99	−11.82	25.44
High family	TC2	124.37	107.41	74.61	32.80	−29.18	105.39
TX United Medical Plan of Texas, Inc:							
High self	V11	39.46	38.64	33.76	4.88	−6.55	25.20
High family	V12	117.59	108.18	74.61	33.57	−21.65	105.06
TX Whittaker-Austin:							
High self	UU1	0	36.03	33.76	2.27	N/A	19.55
High family	UU2	0	99.44	74.61	24.83	N/A	86.12
TX Whittaker-Houston:							
High self	T31	0	36.47	33.76	2.71	N/A	20.50
High family	T32	0	102.48	74.61	27.87	N/A	92.71
TX Whittaker-San Antonio:							
High self	V31	0	34.34	32.19	2.15	N/A	18.60
High family	V32	0	94.47	74.61	19.86	N/A	75.35
UT Healthwise:							
High self	UX1	39.00	47.84	33.76	14.08	3.11	45.13
High family	UX2	107.23	131.55	74.61	56.94	12.10	155.69
Stnd self	UX4	34.82	36.83	33.76	3.07	−3.72	21.28
Stnd family	UX5	90.54	95.76	74.61	21.15	−7.00	78.15
UT IHC Care:							
High self	WZ1	0	38.58	33.76	4.82	N/A	25.07
High family	WZ2	0	114.87	74.61	40.26	N/A	119.56
UT Maxicare of Utah, Inc.:							
High self	UW1	32.22	37.15	33.76	3.39	−0.80	21.97
High family	UW2	94.03	108.38	74.61	33.77	2.13	105.49
VA Choice of Richmond:							
High self	X61	0	36.60	33.76	2.84	N/A	20.78
High family	X62	0	93.95	74.61	19.34	N/A	74.23
VA Healthamerica of Virginia:							
High self	V51	33.72	37.32	33.76	3.56	−2.13	22.54
High family	V52	87.01	96.34	74.61	21.73	−2.89	79.41
VA HMO + Plus—Norfolk:							
High self	V71	33.73	31.98	29.98	2.00	−3.70	17.32
High family	V72	91.95	92.92	74.61	18.31	−11.23	72.00
VA HMO + Plus—Richmond:							
High self	X81	0	37.65	33.76	3.89	N/A	23.05
High family	X82	0	102.63	74.61	28.02	N/A	93.03
VA Network Health Plan:							
High self	V81	45.88	44.96	33.76	11.20	−6.65	38.89
High family	V82	100.93	110.84	74.61	36.23	−2.31	110.82
Stnd self	V84	0	40.21	33.76	6.45	N/A	28.60
Stnd family	V85	0	99.11	74.61	24.50	N/A	85.41
VA Optima Health Plan:							
High self	V91	29.79	33.55	31.43	2.10	0.24	18.16
High family	V92	76.54	96.44	74.61	21.83	7.68	79.62
Stnd self	V94	0	27.70	25.97	1.73	N/A	15.00
Stnd family	V95	0	79.63	74.61	5.02	N/A	43.29
VA Physicians Care:							
High self	X91	0	45.22	33.76	11.46	N/A	39.46
High family	X92	0	104.45	74.61	29.84	N/A	96.98
VA Prucare of Richmond:							
High self	V61	37.70	37.69	33.76	3.93	−5.74	23.14
High family	V62	102.96	102.93	74.61	28.32	−12.25	93.69
VA Southern Health Services:							
High self	QM1	0	38.73	33.76	4.97	N/A	25.40
High family	QM2	0	108.44	74.61	33.83	N/A	105.62
VA United Medical Plan of Virginia—Hampton Road Service Area:							
High self	W21	32.95	34.27	32.13	2.14	−2.79	18.56
High family	W22	90.59	91.27	74.61	17.16	−11.04	69.50
VA United Medical Plan of Virginia—Richmond Service Area:							
High self	W31	37.81	37.28	33.76	3.52	−6.26	22.25
High family	W32	98.32	99.84	74.61	25.23	−10.70	86.99
VA Whittaker/Norfolk:							
High self	V41	30.26	32.70	30.66	2.04	−0.19	17.71
High family	V42	83.28	89.91	74.61	15.30	−5.59	65.47
VA Americare of Washington:							
High self	TM1	0	35.62	31.52	2.10	N/A	18.21
High family	TM2	0	85.39	74.61	10.78	N/A	55.68

*NOTE: Where no Standard Option is shown, Plan has only one option.

US POSTAL SERVICE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM—Continued

Plan* (option-type enrollment)	Code No.	1986 total prem.	1987 Biweekly premium rates			Change in emp. payment	Monthly annuitant pays
			Total prem.	USPS pays	Emp. pays		
VA Group Health Cooperative of Puget Sound:							
High self	541	40.51	42.68	33.76	8.92	−3.56	33.95
High family	542	100.92	102.45	74.61	27.84	−10.69	92.65
Stnd self	544	0	39.63	33.76	5.87	N/A	27.35
Stnd family	545	0	91.77	74.61	17.16	N/A	69.50
WA Group Health of Spokane:							
High self	VR1	40.47	40.06	33.76	6.30	−6.14	28.28
High family	VR2	110.04	102.06	74.61	27.45	−20.20	91.80
Stnd self	VR4	0	37.20	33.76	3.44	N/A	22.08
Stnd family	VR5	0	94.42	74.61	19.81	N/A	75.25
WA Healthamerica—Washington:							
High self	LQ1	0	34.10	31.97	2.13	N/A	18.47
High family	LQ2	0	104.71	74.61	30.10	N/A	97.54
WA Healthplus—Washington:							
High self	W11	38.93	38.91	33.76	5.15	−5.75	25.79
High family	W12	104.57	104.52	74.61	29.91	−12.27	97.13
WA Kitsap Physicians Service:							
High self	VT1	55.91	52.30	33.76	18.54	−9.34	54.80
High family	VT2	119.28	111.58	74.61	36.97	−19.92	112.43
Stnd self	VT4	39.07	28.50	26.72	1.78	−9.26	15.44
Stnd family	VT5	83.35	60.80	57.00	3.80	−17.16	32.93
WA Pacific Health Plan:							
High self	WB1	0	29.02	27.21	1.81	N/A	15.72
High family	WB2	0	72.54	68.01	4.53	N/A	39.29
WA Personal Health of Puget Sound:							
High self	L61	0	41.06	33.76	7.30	N/A	30.44
High family	L62	0	112.78	74.61	38.17	N/A	115.03
WA Virginia Mason Medcenters:							
High self	L71	0	35.45	33.23	2.22	N/A	19.20
High family	L72	0	93.22	74.61	18.61	N/A	72.65
WA Washington Physicians Service:							
High self	831	41.09	49.93	33.76	16.17	33.11	49.66
High family	832	89.81	109.14	74.61	34.53	37.11	107.14
WI Choice of Milwaukee:							
High self	WW1	0	39.30	33.76	5.54	N/A	26.63
High family	WW2	0	101.45	74.61	26.84	N/A	90.48
WI Compcare Health Service (GPP):							
High self	691	42.84	40.12	33.76	6.36	−8.45	28.41
High family	692	109.37	102.62	74.61	28.01	−18.97	93.01
WI Compcare Health Service (IPP)—Eau Claire Service Area:							
High self	W91	41.03	45.61	33.76	11.85	−1.15	40.30
High family	W92	105.23	119.01	74.61	44.40	1.56	128.53
WI Compcare Health Service (IPP)—Neenah/Menasha Service Area:							
High self	W61	40.71	41.83	33.76	8.07	−4.61	32.11
High family	W62	104.40	109.2.	74.61	34.59	−7.42	107.27
WI Compcare Health Service—La Crosse Service Area:							
High self	B41	0	41.49	33.76	7.73	N/A	31.38
High family	B42	0	108.34	74.61	33.73	N/A	105.41
WI Deancare HMO:							
High self	WD1	34.64	33.94	31.82	2.12	−4.49	18.38
High family	WD2	93.55	91.63	74.61	17.02	−14.14	69.20
WI Family Health Plan:							
High self	WH1	40.18	41.36	33.76	7.60	−4.55	31.09
High family	WH2	106.14	109.13	74.61	34.52	−9.23	107.12
WI Greater Marshfield Community Health Plan:							
High self	WY1	54.46	51.02	33.76	17.26	−9.17	52.02
High family	WY2	120.49	112.85	74.61	38.24	−19.86	115.18
WI Group Health Cooperative of South Central Wisconsin:							
High self	WJ1	33.37	35.71	33.48	2.23	−3.11	19.34
High family	WJ2	86.78	92.87	74.61	18.26	−6.13	71.89
WI HMO—Wisconsin:							
High self	W41	0	32.83	30.78	2.05	N/A	17.78
High family	W42	0	87.00	74.61	12.39	N/A	59.17
WI Jackson Health Plan:							
High self	WX1	34.99	36.91	33.76	3.15	−3.81	21.45
High family	WX2	90.69	95.69	74.61	21.08	−7.22	78.00
WI Maxicare Wisconsin:							
High self	WG1	38.73	39.02	33.76	5.26	−5.44	26.02
High family	WG2	103.02	102.97	74.61	28.36	−12.27	93.77
WI Midelfort Clinic Health Plan:							
High self	W51	0	42.46	33.76	8.70	N/A	33.48
High family	W52	0	109.69	74.61	35.08	N/A	108.33
WI Physicians Plus HMO:							
High self	L91	0	36.19	33.76	2.43	N/A	19.89
High family	L92	0	94.47	74.61	19.86	N/A	73.35
WI Q Care:							
High self	WF1	43.95	49.28	33.76	15.52	−0.40	48.25
High family	WF2	109.88	123.14	74.61	48.53	1.04	137.47
WI Samaritan Health Plan:							
High self	WK1	41.43	41.42	33.76	7.66	−5.74	31.22
High family	WK2	105.97	105.91	74.61	31.30	−12.28	100.14
WI Seleccare:							
High self	Z21	0	45.25	33.76	11.49	N/A	39.52
High family	Z22	0	113.09	74.61	38.48	N/A	115.70
WI Wisconsin Health Organization Insurance Corporation:							
High self	X11	0	40.98	33.76	7.22	N/A	30.27
High family	X12	0	106.53	74.61	31.92	N/A	101.49
WY HMO Wyoming:							
High self	X21	0	34.59	32.43	2.16	N/A	18.74
High family	X22	0	88.14	74.61	13.53	N/A	61.64
GU Guam Memorial Health Plan:							
High self	ZA1	37.44	41.25	33.76	7.49	−1.92	30.86
High family	ZA2	110.33	121.54	74.61	46.93	−1.01	134.01
Stnd self	ZA4	0	32.18	30.17	2.01	N/A	17.43
Stnd family	ZA5	0	94.81	74.61	20.20	N/A	76.09
GU Health Maintenance Life Insurance Company:							
High self	281	30.68	29.78	27.92	1.86	−0.79	16.13
High family	282	90.47	88.78	74.61	14.17	−13.91	63.03
Stnd self	284	27.77	26.27	24.63	1.64	−0.10	14.23
Stnd family	285	81.87	78.34	73.44	4.90	−14.58	42.43
PR SSS Plan—Puerto Rico:							
High self	891	24.58	25.17	23.60	1.57	0.03	13.65
High family	892	67.65	68.76	64.46	4.30	−0.96	37.24

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INFORMATION FOR ORDERING COMPREHENSIVE MEDICAL PLAN BROCHURES

(ALPHABETICALLY BY STATE)

Comprehensive Medical Plans are listed alphabetically by State. Plan name, brochure number ("RI" number), service area, and contact point for ordering cost-free material is given for each plan. (*) Denotes new plans for 1987.

ALABAMA

Health Maintenance Group of Birmingham (RI73-156)
Serves: Birmingham, Alabama area
Contact: Jan Payne, Health Maintenance Group, 701 Ridgeway Road, Fairfield, AL 35064—Phone (205) 783-5650

HealthAmerica Alabama L.P. (RI73-223)
Serves: Birmingham, Mobile, Montgomery and Tuscaloosa
Contact: Jo Moore, Sales Manager, HealthAmerica Alabama L.P., 300 Century Park South, Suite 200, Birmingham, AL 35226—Phone (205) 979-8300

***Prime Health** (RI73-280)
Serves: Mobile area
Contact: Todd C. Skaggs, Prime Health, 11 Midtown Park Drive, E., Mobile, AL 36606—Phone (205) 471-3165

***Southeast Health Plan, Inc.** (RI73-281)
Serves: Portions of Alabama
Contact: Stephanie Sawyer, Southeast Health Plan, Inc., 2100 Southbridge Parkway, Suite 395, Birmingham, AL 35209-1310—Phone (205) 871-2600

***SunMark Health Plan** (RI73-349)
Serves: Birmingham area
Contact: Randy Stembridge, SunMark Health Plan, 300 Office Park Drive, Suite 200, Birmingham, AL 35223—Phone (205) 871-3430

ARIZONA

CIGNA HealthPlan of Arizona, Inc.—Phoenix (RI73-28)
Serves: Phoenix area including Maricopa County and Apache Junction Arizona
Contact: Joel McCue, CIGNA HealthPlan of Arizona, Inc.—Phoenix, 2720 E. Camelback Rd., Phoenix AZ 85016—Phone (602) 954-3500

CIGNA HealthPlan of Arizona, Inc.—Tucson (RI73-95)
Serves: Tucson, Arizona and that part of Pima County East of the Papago Indian Reservation
Contact: Peggy J. Beaver, Manager of Account Services, CIGNA HealthPlan of Arizona, Inc.—Tucson, 4909 E. Broadway, Suite 290, Tucson, AZ 85711—Phone (602) 747-4752

***FHP, Inc.—Arizona** (RI73-359)
Serves: Phoenix area
Contact: Meg O'Toole, Director of Marketing, FHP, Inc., 1600 W. Broadway, Tempe, AZ 85282, Phone (602) 968-0062

***Health Dimensions of Arizona** (RI73-390)
Serves: Phoenix area
Contact: Jack Lutz, Director of Marketing, Health Dimensions of Arizona, 9201 N. 25th Avenue, Suite 180, Phoenix, AZ 85021—Phone (602) 861-0033

ARIZONA—Continued

HealthAmerica Tucson (formerly PimaCare, Inc.) (RI73-37)
Serves: Tucson, Arizona
Contact: James Jones, Account Executive, Group Service Consultant (Marketing), HealthAmerica—Tucson, 6565 E. Caronelet Drive, Tucson, AZ 85717—Phone (602) 721-5520

***HealthAmerica Phoenix** (RI73-282)
Serves: Phoenix area
Contact: Douglas E. Lottes, Director of Sales and Marketing, HealthAmerica—Phoenix, 3737 N. 7th Street, Suite 201, Phoenix, AZ 85014—Phone (602) 279-1991

***Intergroup Prepaid Health Services of Arizona, Inc.** (RI73-283)
Serves: Phoenix/Tucson area
Contact: Bonnie Thompson, Marketing Secretary, Intergroup Prepaid Health Services of Arizona, Inc., 707 N. Alvernon Way, Suite 300, Tucson, AZ 85711—Phone (602) 326-4357

***Maxicare Arizona, Inc.** (RI73-284)
Serves: Maricopa County
Contact: Craig Sharer, Marketing Director, Maxicare Arizona, Inc., 300 W. Clarendon, Phoenix, AZ 85013—Phone (602) 265-1866

***Patients' Choice, Inc.** (RI73-285)
Serves: Arizona
Contact: Lucille Wright, Patients' Choice, Inc., 1110 E. Missouri, Suite 200, Phoenix, AZ 85014—Phone (800) 233-2907

***Physicians Health Plan of Arizona** (RI73-332)
Serves: Phoenix/Tucson area
Contact: Greg Wooldridge, Account Executive, Physicians Health Plan of Arizona, 711 E. Missouri, Suite 101, Phoenix, AZ 85014—Phone (602) 265-5700

ARKANSAS

***Maxicare Arkansas, Inc.** (RI73-322)
Serves: Fort Smith area
Contact: Carl Coppeans, Marketing Director, Maxicare Arkansas, Inc., 5000 Rogers Avenue, Suite 400, Fort Smith, AR 72903—Phone (501) 484-5130

CALIFORNIA

Bay Pacific Health Plan (RI73-111)
Serves: Alameda, Contra Costa, San Mateo, San Francisco, and Marin Counties, California
Contact: Ledra Guillory, Administrative Coordinator, Marketing Department, Bay Pacific Health Plan, 1111 Bayhill Drive, Suite 300, San Bruno, CA 94066—Phone (415) 952-2005

***CareAmerica** (RI73-290)
Serves: Greater Los Angeles area
Contact: Jane Cordingley, Assistant Director, Corporate Development, CareAmerica Health Plan, 20500 Nordhoff Street, Chatsworth, CA 91311—Phone (818) 407-2252

CALIFORNIA—Continued

Children's Hospital Private Office Health Plan (RI73–200)
Serves: San Francisco County and portions of the San Francisco, Greater Bay Area
Contact: Ben Hunter, Marketing Department, Children's Hospital Private Office, Health Plan, 3801 Sacramento Street, San Francisco, CA 94118—Phone (415) 750–6302

CHOICE Healthcare Plan—San Diego (RI73–203)
Serves: Greater San Diego area
Contact: Anna Andre, CHOICE HealthCare Plan, Suite 1960, Wells Fargo Building, 101, West Broadway, San Diego, CA 92101—Phone (619) 231–4145

CIGNA HealthPlans of Southern California—San Diego (RI73–205)
Serves: San Diego area
Contact: Linda Turley, Account Manager, CIGNA HealthPlans of Southern California, 5703 Oberlin Drive, Suite 302, San Diego, CA 92121—Phone (619) 457–5402

FHP, Inc. (RI73–18)
Serves: Portions of Los Angeles and Orange Counties, California; the Island of Guam, Salt Lake and Davis Counties, and portions of eight counties in the Ogden/Salt Lake City area, Utah
Contact: Frank Koudrot, Director of Marketing, FHP, Inc., 1000 Studebacker Road, Long Beach, CA 90815—Phone (213) 493–6531

Foundation Health Plan (RI73–74)
Serves: Northern California
Contact: Will Cook, Director of Marketing, Foundation Health Plan, 2600 V Street, Sacramento, CA 95818—Phone (916) 456–7000

French Hospital Health Plan (RI73–274)
Serves: San Francisco, Marin and San Mateo Counties, and portions of Alameda and Contra Costa counties
Contact: Barbara Clarke, Director of Marketing; French Hospital Health Plan, 4131 Geary Boulevard, San Francisco, CA 94118—Phone (415) 666–8881

GENERAL MED (formerly General Medical Centers Health Plan) (RI73–50)
Serves: Los Angeles, San Berndino, Riverside and Orange Counties
Contact: Mary Ketterl, Director of Marketing Services, GENERAL MED, 701 S. Parker Street, Suite 5000, Orange, CA 92668—Phone (714) 647–2200

Group Health Service Plan (HEALTH CARE) (RI73–80)
Serves: Sacramento and portions of Placer, El Dorado, and Yolo Counties, California
Contact: Judith G. Norris, HEALTHCARE, 1800 I Street, Sacramento, CA 95814—Phone (916) 444–9160

Greater San Diego Health Plan (RI73–212)
Serves: San Diego County
Contact: Jana L. Rothstein, Greater San Diego Health Plan, 3830 Calle Fortunada, San Diego, CA 92123—Phone (619) 571–3102

HEALS–The Personal Care Physician Health Plan (RI73–176)
Serves: Alameda, Contra Costa and San Francisco Counties and portions of Solano County in Northern California
Contact: Paul Szablowski, Promotion Activities Coordinator, HEALS The Personal Care Physician Health Plan, 5801 Christie Avenue, 6th Floor, Emergyville, CA 94608—Phone (415) 653–3522

CALIFORNIA—Continued

HealthAmerica of California (RI73–59)
Serves: San Francisco, Oakland and San Mateo areas in California
Contact: Georgia Allison, HealthAmerica of California, 828 San Pablo Avenue, Albany, CA 94706—Phone (415) 527–2320

HealthGroup International (RI73–230)
Serves: Los Angeles, Orange, Santa Barbara and Ventura Counties
Contact: Susan MacDonald, Executive Assistant, HealthGroup International, 5000 Van Nuys Boulevard, Suite 200, Sherman Oaks, CA 91403—Phone (818) 907–0800

Health Net (RI73–159)
Serves: Southern California area
Contact: FEP Coordinator, Health Net, P.O. Box 9103, Van Nuys, CA 91409—Phone (818) 719–6880

Health Plan of America (RI73–220)
Serves: Twenty-one California Counties including the Greater San Francisco/Oakland and Los Angeles/Orange Metro areas, San Diego, Sacramento, Fresno, Chico and the NAPA Valley
Contact: Nora Josephson, Manager, Market Support Health Plan of America, 725 Town & Country Road, Orange, CA 92668—Phone (714) 550–1161

Health Plan of the Redwoods (RI73–221)
Serves: Sonoma County in California
Contact: Rita Duarte, Health Plan of the Redwoods, 3033 Cleveland Avenue, Santa Rosa, CA 95401—Phone (707) 544–2273

Inland Health Plan (RI73–130)
Serves: Orange, Eastern Los Angeles, Riverside and San Bernardino Counties, California
Contact: Jacque Wolfram, Accounts Services Supervisor, Inland Health Plan, 11155 Mt. View Ave., Loma Linda, CA 92354—Phone (714) 824–1860

IPM (Institute for Preventive Medicine (RI73–115)
Serves: Solano County, Contra Costa County and portions of Alameda, Yolo and Napa Counties, California
Contact: Jane Tubman, Manager of Group Sales, IPM Health Plan, 100 Corporate Place, Vallejo, CA 94590—Phone (707) 557–3110

Kaiser Foundation Health Plan, Inc.—Northern California Region (RI73–3)
Serves: Northern California Region
Contact: Robert Zimmerman, Director, Policy Development & Contract Administration, Kaiser Foundation Health Plan, Inc.—Northern California Region, 1924 Broadway, Oakland, CA 94612—Phone (415) 428–5507

Kaiser Foundation Health Plan, Inc.—Southern California Region (RI73–2)
Serves: Southern California Region
Contact: Ms. Marilyn Herron, Supervisor, Enrollment and Publications Distribution, Kaiser Foundation Health Plan, Inc.—Southern California Region, 393 E. Walnut St., 5th Floor, Pasadena, CA 91188–8303—Phone (818) 405–3150

Life Guard, Inc. (RI73–188)
Serves: Santa Clara, Alameda, Contra Costa and Solano Counties
Contact: Paulette Allen, Assistant Marketing Director, Life Guard, Inc., 1715 South Bascom Avenue, Campbell CA 95008—Phone (408) 371–6604

CALIFORNIA—Continued

MAXICARE Northern California, Inc. (RI73-246)
Serves: San Francisco, San Mateo, Santa Clara, Alameda, Marin, and Contra Costa Counties, California
Contact: Phil Robbins, Marketing Director, Maxicare Northern California, Inc., 1350 Bayshore Highway, Suite 210, Burlingame, CA 94010—Phone (415) 375-8600

Maxicare Plan (RI73-43)
Serves: All of Los Angeles, Orange, Santa Barbara, and Ventura Counties; and parts of San Bernardino, San Diego, and Riverside Counties
Contact: Louise Pendergras, Marketing Director, Maxicare, 5200 W. Century Boulevard, Los Angeles, CA 90045—Phone (213) 568-9000

National Hospital Association/Foundation for Medical Care (RI73-89)
Serves: 42 Counties in California
Contact: Gunther Hoffman, Manager, Federal Plans, National Hospital Association/Foundation for Medical Care, 400 S.W. Sixth Avenue, Portland, OR 97204—Phone (503) 222-0399

PACIFICARE (RI73-105)
Serves: San Diego, Los Angeles, and Orange Counties and Western San Bernardino and Riverside Counties
Contact: Gloria Chapa, Relations Department, PACIFICARE, 5995 Plaza Drive, Cypress, CA 90630-5028—Phone (714) 952-1121

Peak Health Plan of California, Inc. (formerly Protective Health Providers) (RI73-260)
Serves: San Diego area
Contact: Denise E. Clamage, Marketing Service Rep., Peak Health Plan of California Inc. 3636 Camino Del Rio North, Suite 200, San Diego, CA 92109—Phone (619) 283-6464

Ross Loos Medical Group Inc. (RI73-14)
Serves: Los Angeles, California
Contact: Rudy Vlasak, Ross Loos Medical Group Inc., 10825 Shomacker Avenue, Sante Fe Springs, CA 90670—Phone (213) 946-6351

TAKECARE Corporation (RI73-144)
Serves: Greater San Francisco Bay Area, Santa Cruz, Sacramento and Modesto, California
Contact: Lois Wilthew, Publication Specialist, TAKECARE Corporation, 1950 Franklin Street, Oakland, CA 94659—Phone (415) 645-3215

United Health Plan (RI73-269)
Serves: Los Angeles County area of Southern California
Contact: Kraig Smith, United Health Plan, 3405 W. Imperial Hwy., Inglewood CA 90303—Phone (213) 671-3465

***Whittaker Health Services of California** (RI73-379)
Serves: Fresno area
Contact: Raymond Rennie, Whittaker Health Services, 770 E. Shaw, Suite 326, Fresno, CA 93710—Phone (209) 225-6667

***Whittaker Health Services of California—Sacramento** (RI73-382)
Serves: Sacramento area
Contact: Jay Neukomm, Director of Marketing, Whittaker Health Services, 501 J Street, Suite 206, Sacramento, CA 95814—Phone (916) 443-6667

CALIFORNIA—Continued

***Whittaker Health Services of Southern California, Inc.** (RI73-387)
Serves: Los Angeles area
Contact: Jeffrey Pollom, Director of Marketing, Whittaker Health Services of Southern California, Inc., 1120 W. La Veta Avenue, Suite 100, Orange, CA 92668—Phone (714) 836-6667

COLORADO

COMPRECARE (RI73-49)
Serves: Metro-Denver area, Colorado
Contact: Kathy Schneberger, COMPRECARE, 12100 E. Iliff, Suite 200, Aurora, CO 80014—Phone (303) 695-6685

***Health Dimensions of Colorado** (RI73-389)
Serves: Colorado Springs area
Contact: Cheryl Martinez, Account Executive, Health Dimensions of Colorado, 669 Citadel Drive East, Colorado Springs, CO 80909—Phone (303) 597-8400

***Healthcare United** (RI73-309)
Serves: Denver area, Northern Colorado, and Southern Colorado
Contact: Paul Berteau, Vice President, Healthcare United, 300 E. Hampden, Suite 240, Eaglewood, CO 80110—Phone (303) 788-6776

HMO Colorado, Inc. (RI73-147)
Serves: Denver, Boulder and Longmont, Colorado Areas
Contact: Dave Moore, HMO Colorado, Inc., 700 Broadway, #612, Denver, CO 80203—Phone (303) 831-4141

***HMO Colorado, Inc., Colorado Springs** (RI73-354)
Serves: Colorado Springs Area
Contact: Joyce Srok, HMO Colorado, Inc., 212 N. Wahsatch, Colorado Springs, CO 80903—Phone (303) 577-4500

Kaiser Foundation Health Plan of Colorado, Inc. (RI73-19)
Serves: Denver, Colorado
Contact: Janet Moore, Marketing, Kaiser Foundation Health Plan of Colorado, Inc., 2045 Franklin Street, Denver, CO 80205—Phone (303) 861-3280

Peak Health Plan (RI73-78)
Serves: Adams, Arapahoe, Denver, Douglas, Jefferson, Larimer, Weld, Pueblo, El Paso, and Woodland Park Counties, Colorado
Contact: Brenda Thomas, Asst. to Sales Director, Peak Health Plan, 5725 Mark Dabling Blvd., Suite 146, Colorado Springs, CO 80919—Phone (303) 548-8700

Rocky Mountain HMO (RI73-27)
Serves: Mesa, Delta and portions of Garfield and Montrose Counties, Colorado
Contact: Alice Baker, Member Services Manager, Rocky Mountain HMO, 2784 Crossroads Blvd., Grand Junction, CO 81506—Phone (303) 243-7050

CONNECTICUT

Berkshire Health Plan (RI73-194)
Serves: Western Massachusetts and portions of Northwest Connecticut
Contact: Robert Suckecki, Marketing Manager, Berkshire Health Plan, 279 Dalton Avenue, Pittsfield, MA 01201—Phone (617) 442-6911

CONNECTICUT—Continued

Community Health Care Plan (RI73-24)
Serves: New Haven and Fairfield Counties
Contact: Charlotte K. White, Marketing Director, Community Health Care Plan, 4000 Park Avenue, Bridgeport, CT 06604—Phone (203) 371-1527

Connecticare, Inc. (RI73-177)
Serves: North and Central Connecticut (including all of Hartford County and parts of Middlesex and Tolland Counties)
Contact: Steven T. Burnett, Account Executive, Connecticare, Inc., 999 Asylum Ave., Suite 600, Hartford, CT 06105—Phone (203) 549-0022

HealthCare, Inc. (RI73-138)
Serves: Greater New Haven, Meriden, Milford, Naugatuck and Waterbury areas in Connecticut
Contact: Jack P. Gioglio, Marketing Director, HealthCare, Inc., 651 Amity Road, Bethany, CT 06525—Phone (203) 393-0470

Kaiser Foundation Health Plan of Connecticut, Inc. (RI73-114)
Serves: Hartford and Stamford Metropolitan areas
Contact: Bruce Johnson, Kaiser Foundation Health Plan of Connecticut, Inc., 60 Washington Street, Hartford, CT 06106—Phone (203) 280-1200

Physicians Health Services (RI73-140)
Serves: Fairfield, New London and Windham Counties, portions of New Haven, Litchfield and Tolland Counties in Connecticut
Contact: William R. Clarke, Account Representative, Physicians Health Services, 2440 Reservoir Avenue, Trumbull, CT 06611—Phone (203) 373-7777

DELAWARE

CIGNA HealthPlan of Delaware, Inc. (RI73-206)
Serves: State of Delaware
Contact: Virginia Pfeiffer, Staff Manager, CIGNA HealthPlan of Delaware, Inc., One Beaver Valley Road, Wilmington, DE 19850—Phone (302) 792-6634

Delaware Valley HMO (RI73-65)
Serves: Most of Delaware
Contact: Joan Sewell, Delaware Valley HMO, 9 LaCrue Street, P.O. Box 1111, Concordville, PA 19331—Phone (215) 358-5454.

THE HMO of Delaware (RI73-233)
Serves: New Castle County, Delaware
Contact: Carolyn Pickering, THE HMO of Delaware, 1 Brandywine Gateway, Wilmington, DE 19899—Phone (302) 421-3312

***Total Health Plus, Inc. (RI73-376)**
Serves: Delaware
Contact: Carolyn Pickering, Total Health Plus, Inc., One Brandywine Gateway, Wilmington, DE 19899—Phone (302) 421-3312

DISTRICT OF COLUMBIA

CAPITALCARE (RI73-196)
Serves: Washington, D.C. Metropolitan area
Contact: Mr. M. Bruce Edwards, Director of Marketing, CapitalCare, 1235 Jefferson Davis Highway, Suite 1105, Arlington, VA 22202—Phone (703) 979-2273

DISTRICT OF COLUMBIA—Continued

CHOICE HealthCare Plan (RI73-141)
Serves: Metropolitan Washington, D.C. area
Contact: Fran McGhee, CHOICE HealthCare Plan, 8615 Westwood Center Drive, Vienna, VA 22180—Phone (703) 790-5020

THE GEORGETOWN WASHINGTON UNIVERSITY HEALTH PLAN, Inc. (RI73-46)
Serves: Metropolitan Washington, D.C.
Contact: Pamela Shoaff, The George Washington University Health Plan, Inc., 1901 Pennsylvania Ave., N.W., Suite #600, Washington, D.C. 20006—Phone (202) 676-4221

Group Health Association (RI73-8)
Serves: Washington, D.C. and eight surrounding counties
Contact: Michele Deverich, Acting Director of Marketing, Group Health Association, 4301 Connecticut Avenue, N.W., Washington, D.C. 20008—Phone (202) 364-7400

HealthPlus, Inc. (RI73-67)
Serves: Washington, D.C., and surrounding Counties in Maryland and Virginia
Contact: Douglas C. Hoffman, Marketing Director, HealthPlus, Inc., 6611 Kenilworth Avenue, Riverdale, MD 20737—Phone (301) 277-6520

Kaiser Foundation Health Plan of the Mid Atlantic States, Inc. (formerly Kaiser-Georgetown) (RI73-47)
Serves: Metropolitan Washington, D.C., Metropolitan Baltimore, MD
Contact: John Mathewson, Group Relations Rep., Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., Kaiser Permanente, P.O. Box 9583, Washington, D.C. 20016—Phone (202) 364-3434

M.D. IPA—The Quality Care Health Plan (RI73-100)
Serves: Metropolitan Washington, D.C., Maryland, and Virginia areas
Contact: Andrea Stillman, M.D. IPA—The Quality Care Health Plan, 451 Hungerford Drive, Suite 700, Rockville, MD 20850—Phone (301) 294-5082

Network Health Plan (RI73-250)
Serves: Northern Virginia and Washington, D.C.
Contact: Deborah Kloc, Health Plan Rep., Network Health Plan, 8550 Lee Highway, Suite 600, Fairfax, VA 22031—Phone (703) 849-8800

FLORIDA

***AmeriPlan Health Services, Ltd. (RI73-395)**
Serves: Jacksonville area
Contact: Ester Scheider or Kevin Smith, Marketing, AmeriPlan Health Services, Ltd., 515 Lomax Street, Jacksonville, FL 32211—Phone (904) 355-2952

AV-MED Health Plan (RI73-126)
Serves: Dade, Broward, Palm Beach, Hillsborough, Pasco, Pinellas, and Manatee Counties, Florida
Contact: Eloisa L. Sanchez, Accounts Service Representative, AV-MED Health Plan, 9400 South Dadeland Boulevard, Suite 200, Miami, FL 33156—Phone (305) 662-4735

Capital Health Plan (RI73-197)
Serves: Tallahassee, Florida area
Contact: Paul E. Ryan, Marketing Director, Capital Health Plan, 2140 Centerville Place, Tallahassee, FL 32308—Phone (904) 386-3161

FLORIDA—Continued

CIGNA HealthPlan of Florida—Orlando (RI73-170)
Serves: All of Orange and Seminole Counties, and parts of Osceola, Lake and Volusia Counties
Contact: Beverly W. Coleman, CIGNA HealthPlan of Florida, Inc.—Orlanda area, 2603 Maitland Center Parkway, Maitland, FL 32751-4160—Phone (305) 660-1344

CIGNA HealthPlan of Florida—TAMPA (RI73-165)
Serves: Hillsborough and Pinellas Counties
Contact: Ted Piekenbrock, Marketing Department, CIGNA HealthPlan of Florda, Inc.—TAMPA, 2505 Rocky Point Road, Tampa, FL 33607—Phone (813) 884-2400

CIGNA HealthPlan of South Florida, Inc.—Miami (RI73-72)
Serves: Miami and Ft. Lauderdale area, including Dade and Broward Counties, Florida
Contact: Dorothy Casco, Marketing Admin. Supv. CIGNA HealthPlan of South Florida, Inc., 6301 N.W. 5th Way, Suite 4100, Ft. Lauderdale, FL 33309—Phone (305) 493-5420

Comprehensive American Care, Inc. (RI73-110)
Serves: Dade County, Florida
Contact: Jose Abreu, Vice President, Comprehensive American Care, Inc., 2850 Douglas Road, Coral Gables, FL 33134—Phone (305) 441-1140

***Health Options of Central Florida** (RI73-391)
Serves: Orlando area
Contact: Dennis Thompson, Marketing Director, Health Options of Central Florida, 2611 Technology Dr., Suite 212, Orlando, FL 32804—Phone (305) 291-1030

***Health Options—Gainesville** (RI73-392)
Serves: Alachua area
Contact: Pamela Shay, Finance Director, Health Options—Gainesville, 2815 NW 13th Street, Suite 201, Gainesville, FL 32609—Phone (904) 371-8333

Health Options of Jacksonville (RI73-219)
Serves: Jacksonville, Florida
Contact: Phyllis Partin, Health Options of Jacksonville, 4348 Southpoint Blvd., Suite 101, Jacksonville, FL 32216—Phone (904) 731-7967

Health Options of South Florida, Inc.—Miami (RI73-82)
Serves: Broward and Dade Counties
Contact: Beverly Norris, Member Services Director, Health Options of South Florida, Inc., 3900 N.W. 79th Avenue, Suite 475; Miami, FL 33166—Phone (305) 591-9955

***Health Options—Pensacola** (RI73-385)
Serves: Escumbia and Santa Rosa Counties
Contact: Henry Donaldson, Marketing Director, Health Options, 700 South Palafox Street, Suite 2-A, Pensacola, FL 32501—Phone (904) 434-2166

***Health Options of Tampa Bay** (RI73-384)
Serves: Tampa Area
Contact: Marlene Bricker, Marketing Specialist, Health Options of Tampa Bay 1715 N. Westshore Blvd., Suite 400, Tampa, FL 33607—Phone (813) 873-8222

HealthAmerica of Fort Lauderdale (RI73-166)
Serves: Broward County and portions of Dade and Palm Beach counties in Florida
Contact: Debra Mueller, Marketing Representative, HealthAmerica/Fort Lauderdale, 5781 West Sunrise Boulevard, Plantation, FL 33313—Phone (305) 587-6740

FLORIDA—Continued

***HMO America, Inc.—South Florida** (RI73-363)
Serves: Miami area
Contact: Marie Thorne, Printing Coordinator, HMO America, Inc., 540 N LaSalle, Chicago, IL 60610—Phone (312) 751-7482

***HMO America, Inc.—North Florida** (RI73-364)
Serves: Tallahassee area
Contact: Marie Thorne, Printing Coordinator, HMO America, Inc., 540 N LaSalle, Chicago, IL 60610—Phone (312) 751-7482

HMO of Florida (RI73-190)
Serves: Northeast, Central and West Central, Florida
Contact: William O'Nale, Marketing Manager, HMO of Florida, 7785 Baymeadows Way, Jacksonville, FL 32216—Phone (904) 739-2338

***Humana Health Plan of Florida, Inc.—Jacksonville** (RI73-371)
Serves: Jacksonville area
Contact: Scott Prescott, Market Sales Manager, Humana Health Plan of Florida, Inc. 4651 Salisbury Road, Suite 410, Jacksonville, FL 32216—Phone (904) 739-1836

***Humana Health Plan of Florida, Inc.—Tampa** (RI73-372)
Serves: Tampa/Clearwater area
Contact: Fred Wheeler, Market Sales Manager, Humana Health Plan of Florida, Inc., One Corporate Drive, Suite 105, Clearwater, FL 33520—Phone (813) 576-7378

International Medical Centers, Inc. (RI73-278)
Serves: Dade, Broward, Palm Beach, Pasco, Pinellas, Hillsborough, Monroe, Mantee and Sarasota Counties
Contact: George Recarey, International Medical Centers, Inc., 1405 N.W. 167 Street, Suite 297, Miami, FL 33169—Phone (305) 623-5865

***Medical Center Health Plan** (RI73-355)
Serves: Northwest Florida
Contact: Clifford R. Frank, Director of Marketing, Medical Center Health Plan, 8333 N. Davis Hwy., P.O. Box 18684, Pensacola, FL 32523—Phone (904) 474-8238

***Physicians Health Plan of Florida, Inc.** (RI73-361)
Serves: Tampa Bay area
Contact: W. Paul Sullivan, Jr., Marketing Director, Physicians Health Plan of Florida, Inc., 3816 W. Linebaugh Ave., Suite 300, Tampa, FL 33624—Phone (813) 968-9342

PruCare of Jacksonville (RI73-261)
Serves: Baker, Clay, Duval, Nassau and St. John's Counties in Florida
Contact: Robert J. Frost Jr., Director of Marketing, PruCare of Jacksonville, 841 Prudential Dr., 17th Floor, Jacksonville, FL 32207—Phone (904) 391-3415

PruCare of Orlando (RI73-164)
Serves: Orange, Osceola and Seminole Counties
Contact: Robert A. Levy, PruCare of Orlando, 300 N. Lake Destiny Road, Maitland, FL 32751—Phone (305) 660-7083

***PruCare of Tampa Bay** (RI73-343)
Serves: Tampa Bay area
Contact: John Rice, Group Representative, PruCare of Tampa Bay, 3816 W. Linebaugh, Suite 404, Tampa, FL 33624—Phone (813) 968-0111

GEORGIA

CIGNA HealthPlan of Georgia, Inc. (formerly Georgia Medical Plan) (RI73-117)
Serves: Atlanta area
Contact: Brent McKenzie, Account Executive, CIGNA HealthPlan of Georgia, Inc., 1422 W. Peachtree Street, N.E., Altanta, GA 30309—Phone (404) 897-1351

Health 1st, Inc. (RI73-214)
Serves: Metropolitan Atlanta, Georgia area
Contact: Jodie Lowe, Health 1st, Inc., 1375 Peachtree Street, Atlanta, GA 30309—Phone (404) 888-8840

HealthAmerica of Georgia—Atlanta (RI73-93)
Serves: Atlanta, Georgia Area
Contact: David Record, Jr., HealthAmerica of Georgia—Atlanta, 4501 Circle 75 Parkway, Building F, Suite 6190, Atlanta, GA 30339—Phone (404) 956-0135

***HealthAmerica of Georgia—Augusta** (RI73-307)
Serves: Augusta area
Contact: Harry S. Keith, Sales Manager, HealthAmerica of Georgia—Augusta, 3529 Walton Way Ext., Augusta, GA 30909—Phone (404) 737-0230

***Human Health Plan of Georgia, Inc.** (RI73-368)
Serves: Atlanta area
Contact: Frank Burke Market Sales Manager, Humana Health Plan of Georgia, Inc., 1800 Century Blvd., Suite 1150, Atlanta, GA 30345—Phone (404) 321-1751

***Kaiser Foundation Health Plan of Georgia, Inc.** (RI73-321)
Serves: Atlanta area
Contact: MaryKary Chess, Member Services Coordinator, Kaiser Foundation Health Plan of Georgia, Inc., 3355 Lenox Road, NE, Suite 1000, Atlanta, GA 30326—Phone (404) 233-0556

***MedCenter Health Plan** (RI73-304)
Serves: Atlanta area
Contact: Ron Scott, Director of Sales & Marketing, MedCenters Health Plan, 1640 Powers Ferry Road, Bldg. 28, Suite 100, Marietta, GA 30067—Phone (404) 951-9515

PruCare of Atlanta (RI73-107)
Serves: Atlanta, Georgia area
Contact: Mark Derrr, Marketing Assisting, PruCare of Atlanta, 2849 Paces Ferry Road, Suite 400, Atlanta, GA 30339—Phone (404) 436-0842

GUAM

FHP, Inc. (RI73-18)
Serves: Island of Guam
Contact: Monica Tinkham, Marketing Manager, FHP Inc., P.O. Box 6690-C Building, Tamuning, Guam 96911—Phone (671) 646-7826

Guam Memorial Health Plan (RI73-213)
Serves: Island of Guam
Contact: Frank B. Rosario, Guam Memorial Health Plan, 142 W. Seaton Blvd., Agana, Guam 96910—Phone (671) 472-4647

Health Maintenance Life Insurance (RI73-36)
Serves: Island of Guam
Contact: Monica Tinkham, Marketing Director, Health Maintenance Life Insurance, P.O. Box 19-C, Agana, Guam 96910—Phone (671) 646-7826

HAWAII

HMSA (RI73-60)
Serves: Hawaii
Contact: Mr. Edmund T. Kato, Group Administrator, Hawaii Medical Service Association, 818 Keeaumoku Street, Honolulu, HI 96814—Phone (808) 944-2495

HMSA-Community Health Program (RI73-60)
Serves: Islands of Hawaii, Kauai, Maui and Oahu
Contact: Mr. Edmund T. Kato, Group Administrator, Hawaii Medical Service Association, 818 Keeaumoku Street, Honolulu, HI 96814—Phone (808) 944-2495

***Island Care** (RI73-319)
Serves: Hawaii
Contact: Greg Hamblin, VP of Finance, Island Care, 4291 Rice Street, Suite 104, Lihue, Hawaii 96766—Phone (808) 245-7341

Kaiser Foundation Health Plan/Hawaii Region (RI73-5)
Serves: Hawaii
Contact: Bill Dodge or Sarah Mitsuyuki, Kaiser Foundation Health Plan/Hawaii Region, 3288 Moanalua North, Honolulu, HI 96819—Phone (808) 537-5493

IDAHO

Group Health of Spokane (RI73-96)
Serves: Part of Kootenai County, Idaho, and Spokane County, Washington
Contact: Bill Wallace, Director of Marketing, Group Health of Spokane, West 1500 4th Avenue, Spokane, WA 99204—Phone (509) 838-9100

Medical Service Bureau of Idaho (RI73-11)
Serves: State of Idaho and Asotin and Garfield Counties in Washington
Contact: Sue Peck, Executive Secretary, Medical Service Bureau of Idaho, 1602 21st Ave., Lewiston, ID 83501—Phone (208) 746-2671

National Hospital Association (RI73-13)
Serves: Oregon, Washington, Idaho
Contact: Gunther Hoffmann, Manager, Federal Plans, National Hospital Association, 400 S.W. Sixth Avenue, Portland, OR 97204—Phone (503) 222-0399

ILLINOIS

ANCHOR Organization for Health Maintenance (RI73-29)
Serves: Chicago Metropolitan area
Contact: Marketing Department, ANCHOR Organization for Health Maintenance, 310 S. Michigan, 23rd Floor, Chicago, IL 60604—Phone (312) 347-3440

Blackhawk Health Assurance Plan of HMO Illinois, Inc, (RI73-149)
Serves: Rockford, Illinois area
Contact: Barbara Proudfoot, Blackhawk Health Assurance Plan of HMO Illinois, Inc., Blue Cross, 510 N. Church, Suite 250, Rockford, IL 61103—Phone (815) 965-6755

CARLECARE, Inc. (RI73-168)
Serves: Champaign County and the surrounding counties
Contact: John Riley, CARLECARE, Inc., 600 W. University Ave., Urbana, IL 61801—Phone (217) 337-3463

ILLINOIS—Continued

Chicago HMO Ltd. (RI73-199)
Serves: Chicago metropolitan area, including Cook, Lake, and DuPage Counties
Contact: Marie Thorne, Printing Coordinator, Chicago HMO Ltd., 540 North LaSalle Street, Chicago, IL 60610—Phone (312) 751-7482

Choice Health Care Plan (RI73-202)
Serves: Chicago, Illinois area
Contact: Roberta Shapiro, Choice HealthCare Plan, Suite 300, 1400 E., Touhy, Des Plaines, IL 60018—Phone (312) 299-8470

***Dreyer HMO** (RI73-300)
Serves: Greater Fox Valley area
Contact: Mark O. Nelson, Marketing Rep., Dreyer HMO, 1 Constitution Drive, Aurora, IL 60506—Phone (312) 859-0400

Foundation Program (RI73-151)
Serves: Springfield, Illinois area
Contact: C. Lipe, Blue Cross, Foundation Program, 200 Iles Park Place, Springfield, IL 62718—Phone (217) 753-5069

Group Health Plan, Inc. (RI73-104)
Serves: St. Louis City, the Missouri Counties of St. Louis, St. Charles, Jefferson, The eastern portion of Franklin and the Illinois Counties of Clinton, Madison, Monroe and St. Clair
Contact: James R. Angelica, Senior V.P., Marketing, Group Health Plan, 11475 Olde Cabin Road, Creve Coeur, MO 63141—Phone (314) 993-5955

Health Assurance Plan of HMO Illinois, Inc. (RI73-152)
Serves: The Chicago, Illinois area and portions of Lake and Porter Counties in Indiana
Contact: Earl Smith, FEP Marketing, Blue Cross/Blue Shield, Health Assurance Plan of HMO Illinois, Inc., 233 N. Michigan Ave., Chicago, IL 60601—Phone (312) 938-7180

HealthCare Network of St. Louis (RI73-32)
Serves: St. Louis Metropolitan and adjacent areas
Contact: Hank Freund, Director of Rating & Underwriting, Health Care Network, 8670 Big Bend Boulevard, St. Louis, MO 63119—Phone (314) 968-0277

***HealthChicago** (RI73-310)
Serves: Chicago area
Contact: Chris Galanos, Executive V.P., HealthChicago, 950 Warrenville Road, Lisle, IL 60532—Phone (312) 964-6200

HMO Great Lakes (RI73-231)
Serves: Cook, DuPage, Kane, Lake, McHenry and Will Counties in Illinois
Contact: Ms.Eleanor Benzik, Supervisor, Marketing Administration, HMO Great Lakes, One TransAm Plaza Drive, Oakbrook Terrace, IL 60148—Phone (312) 953-9800

Maxicare Illinois, Inc. (RI73-58)
Serves: Chicago Metropolitan area, including Lake and Porter County, Indiana, and eleven counties surrounding Champaign and Peoria, Illinois
Contact: Dan Fox, Marketing Director, Maxicare Illinois, Inc, 310 S. Michigan, Suite 1730, Chicago, IL 60604—Phone (312) 786-9830

ILLINOIS—Continued

Medical Associates Clinic Health Plan (RI73-248)
Serves: Northeast Iowa, Northwest Illinois, Southwest Wisconsin
Contact: Terry J. Kane, Medical Associates Clinic Health Plan, One Dubuque Plaza, Suite 230, Dubuque, IA 52001—Phone (319) 556-8070

Michael Reese Health Plan (RI73-25)
Serves: Chicago Metropolitan area
Contact: Judy Grove, Account Service Coordinator, Michael Reese Health Plan, 2545 S. Martin Luther King Drive, Chicago, IL 60616—Phone (312) 842-2936

PersonalCare HMO (RI73-257)
Serves: Champaign, Dewitt, Douglas, Ford, Piatt, and Vermilion Counties and portions of McLean, Edgar and Iroquois Counties, Illinois
Contact: Lynne Parkinson, PersonalCare, HMO, 1402 West University Avenue, Urbana, IL 61801—Phone (217) 351-1226

PruCare of Illinois (RI73-45)
Serves: Chicago Metropolitan area
Contact: Mark Donohue, Associate Group Manager, PruCare of Illinois, 1350 East Touhy Avenue, Des Plaines, IL 60018—Phone (312) 299-9800

***PruCare—St. Louis** (RI73-342)
Serves: Southern Illinois
Contact: Debra K. Muench, Assistant Health Care Program Consultant, PruCare, 680 Craig Road, Suite 308, Creve Coeur, MO 63141—Phone (314) 567-1100

***Sanus of Missouri** (RI73-345)
Serves: St. Louis area
Contact: Gary Hawkins, Sanus Health Plan, 500 Northwest Plaza, St. Ann, MO 63074—Phone (314) 739-7755

Share Health Plan of Illinois (RI73-187)
Serves: Chicago Metropolitan area
Contact: Terry Tomaso, Federal Representative, SHARE Health Plan, One Pierce Place, Suite 600, Itasca, IL 60143—Phone (312) 250-3250

Union Health Service, Inc. (RI73-26)
Serves: Chicago Metropolitan area
Contact: Anne Kelley, Marketing Representative, Union Health Service, Inc., 1634 W. Polk Street, Chicago, IL 60612—Phone (312) 829-4224

INDIANA

ANCHOR Organization for Health Maintenance (RI73-29)
Serves: Lake & Porter Counties
Contact: Marketing Department, Anchor Organization for Health Maintenance, 310 S. Michigan, 23rd Floor, Chicago, IL 60604—Phone (312) 347-3440

***Arnett HMO** (RI73-288)
Serves: Greater Lafayette area
Contact: John Forrest, Marketing Representative, Arnett HMO Bank One Bldg., Suite 901, Lafayette, IN 47901—Phone (317) 423-5569

***1st Care Health Plan of Indiana, Inc.** (RI73-394)
Serves: Indianapolis area
Contact: Brenda Willis, Marketing Secretary, 1st Care Health Plan of Indiana, Inc., 211 N. Delaware Street, Suite 300, Indiana, IN 46204—Phone (317) 635-7112

INDIANA—Continued

Health Assurance Plan of HMO Illinois, Inc. (RI73–152)
Serves: The Chicago, Illinois area and portions of Lake and Porter Counties in Indiana
Contact: Earl Smith, FEP Marketing, Blue Cross/Blue Shield, Health Assurance Plan of HMO Illinois, Inc., 233 N. Michigan Ave., Chicago, IL 60601—Phone (312) 938–7180

Health Maintenance Plan/Cincinnati (RI73–31)
Serves: Cincinnati Metropolitan area
Contact: Kathy Rogers, Health Maintenance Plan/Cincinnati, Suite 300, 4665 Cornell Road, Cincinnati, OH 45241—Phone (513) 530–8675

HealthAmerica Corp. of Indiana (formerly Metro Health) (RI73–44)
Serves: Indianapolis area
Contact: Frank Sauer, Sales Manager, HealthAmerica Corporation of Indiana, 9480 Priority Way, West Drive, Indianapolis, IN 46240–3899—Phone (317) 844–5775 Ext. 292

HealthAmerica Corporation of Fort Wayne (formerly Summit Health) (RI73–135)
Serves: Fort Wayne area
Contact: Keith Neuenschwander, HealthAmerica Corporation of Indiana, 421 E. Cook Road, Fort Wayne, IN 46818—Phone (219) 489–4511

HealthAmerica Corporation of Kentucky (RI73–34)
Serves: Louisville and Lexington areas in Kentucky
Contact: Harry Alheid, Director of Sales and Marketing, HealthAmerica Corporation of Kentucky, 303 N. Hurstbourne Lane, Suite 200, Louisville, KY 40222—Phone (502) 429–4700

HMO Great Lakes (RI73–231)
Serves: Lake, LaPorte, and Porter counties
Contact: Eleanor Benzik, Supervisor, Marketing, HMO Great Lakes, One TransAm Plaza Dr., Oakbrook Terrace, IL 60148—Phone (312) 953–9800

Key Health Plan (RI73–163)
Serves: Indianapolis area
Contact: Gina Sgro, Account Executive, Key Health Plan, Lockerbie Marketplace. 333 N. Alabama, Suite 300, Indianapolis, IN 46204—Phone (317) 263–4899

Maxicare Illinois, Inc. (RI73–58)
Serves: Lake and Porter counties of Indiana
Contact: Dan Fox, Marketing Director, Maxicare Illinois, Inc., 310 S. Michigan, Suite 1730, Chicago, IL 60604—Phone (312) 786–9830

Maxicare Indiana, Inc. (RI73–183)
Serves: 43 Indiana counties: Northwest Indiana, the Fort Wayne area, the Indianapolis area, and the Evansville area
Contact: Carl Phillips, Marketing Director, Maxicare Indiana, Inc., 4755 Kingsway Dr., Suite 200, Indianapolis, IN 46205—Phone (317) 257–6510

IOWA

Medical Associates Clinic Health Plan (formerly Medical Associates HMO) (RI73–248)
Serves: Northeast Iowa
Contact: Terry I. Kane, Marketing Representative, Medical Associates Clinic Health Plan, One Dubuque Plaza, Suite 230, Dubuque, IA 52001—Phone (319) 556–8070

IOWA—Continued

Share Health Plan of Iowa (RI73–186)
Serves: Greater Des Moines area
Contact: Lee Green c/o, Share Health Plan of Iowa, 2700 Westown Parkway, Des Moines, IA 50265—Phone (515) 225–1234

KANSAS

Family Health Plan (RI73–211)
Serves: South Central Kansas Counties of Harvey, Marion, McPherson, and portions of Sedgwick and Butler
Contact: James Huxman, Vice President of Marketing, Family Health Plan, 120 West Sixth Street, Newton, KS 67114—Phone (316) 283–5880

Health Care Plus—Wichita (GPP) (RI73–175)
Serves: Sedgwick County and adjoining parts of Harvey, Butler, Cowley, Reno, and Sumner Counties in Kansas
Contact: Mr. Kurt Anderson, Senior Account Executive, Health Care PLUS—Wichita, 7701 East Kellogg, Wichita, KS 67207—Phone (316) 681–1152

Health Care PLUS—Kansas (RI73–215)
Serves: Kansas City, Lawrence, Emporia, Manhattan, Salina, Hutchinson, Great Bend, and portions of their surrounding areas
Contact: Kurt Anderson, Senior Account Executive, Health Care PLUS—Kansas, 7701 East Kellogg, 3rd Floor, Wichita, KS 67207—Phone (316) 681–1152

Health Plan of MID-America (RI73–275)
Serves: Metropolitan Kansas City and Leavenworth areas
Contact: Beth Wright, Health Plan of MID-America, 1001 East 101st Terrace, Kansas City, MO 64131—Phone (816) 941–3030

HMO Kansas, Inc. (RI73–232)
Serves: Kaw Valley, Central area, Tri County, Central Kansas, North Central Kansas, South Central Kansas
Contact: Fred Boston, Director External Operations, HMO Kansas, Inc., 419 W. 29th, Topeka, KS 66611—Phone (913) 295–4805

***Humana Health Plan of Kansas, Inc.** (RI73–374)
Serves: Kansas City area
Contact: Bob Squires, Market Sales Manager, Humana Health Plan of Kansas, Inc., 10955 Lowell, Suite 505, Overland Park, KS 66210—Phone (602) 840–1851

Kaiser Foundation Health Plan of Kansas City, Inc. (RI73–128)
Serves: Kansas City Metropolitan area
Contact: Jo Ellen Smith, Health Plan Representative, Kaiser Foundation Health Plan of Kansas City, 6900 Squibb Road, Suite 201, Shawnee Mission, KS 66202—Phone (913) 384–9090

Prime Health (RI73–54)
Serves: Kansas City Metropolitan area
Contact: Laurie G. Rockhill, Prime Health, 4550 West 109th St., Suite 242, Overland Park, KS 66211—Phone (913) 491–0400

***PruCare—St. Louis** (RI73–342)
Serves: Eastern Kansas
Contact: Debra K. Meunch, Assistant Health Care Program Consultant, PruCare, 680 Craig Road, Suite 308, Creve Coeur, MO 63141—Phone (314) 567–1100

KANSAS—Continued

Total Health Care (RI73-142)
Serves: Kansas City Metropolitan area
Contact: Paula McElhern, Total Health Care, 201 East Armour Blvd., Kansas City, MO 64111—Phone (816) 561-4646

KENTUCKY

HealthAmerica Corporation of Kentucky (RI73-34)
Serves: Louisville and Lexington areas in Kentucky
Contact: Mr. Harry Alheid, Director of Sales and Marketing, HealthAmerica Corporation of Kentucky, 303 N. Hurstbourne Lane, Suite 200, Louisville, KY 40222—Phone (502) 429-4700

***HMO Kentucky, Inc. (RI73-314)**
Serves: Louisville Area
Contact: Michael McDonald, HMO Kentucky, Inc., 9901 Linn Station Road, Louisville, KY 40223—Phone (502) 423-2519

Health Maintenance Plan/Cincinnati (RI73-31)
Serves: Cincinnati metropolitan area
Contact: Vincent Homan, Director, Marketing, Health Maintenance Plan/Cincinnati, Suite 300, 4665 Cornell Road, Cincinnati, OH 45241—Phone (513) 530-8675

Independence Health Plan of Kentucky (RI73-238)
Serves: Central Kentucky
Contact: Miss Katherine A. Congleton, Marketing Director, Independence Health Plan of Kentucky, 870 Corporate Drive, Suite 402, Lexington, KY 40503—Phone (606) 223-4554

Maxicare Ohio, Inc. (RI73-247)
Serves: Northern Kentucky
Contact: Mike Petry, Marketing Director, Maxicare Ohio, Inc., 801 B. West Eighth, Cincinnati, OH 45203—Phone (513) 381-5771

Peak Health Plan (RI73-254)
Serves: Northern Kentucky area
Contact: Mary Par Giardina, Marketing Administrator, Peak Health Plan, 7265 Kenwood Road, Suite 119, Cincinnati, OH 45236—Phone (513) 793-4510

***PruCare Cincinnati (RI73-341)**
Serves: Portions of Northern Kentucky
Contact: S. Scott Ringold, Regional Group Manager, PruCare of Cincinnati, 525 Vine Building, Suite 1850, Cincinnati, OH 45202—Phone (513) 621-2970

LOUISIANA

CIGNA HealthPlan of Shreveport/Bossier (RI73-207)
Serves: Shreveport/Bossier City; most of Caddo and Bossier Parish, parts of Webster and Desoto Parish
Contact: Jim Haugland, Marketing Director, CIGNA Healthplan of Shreveport/Bossier, 3007 Knight Street, Suite 250, Shreveport, LA 71105—Phone (318) 861-9330

HealthAmerica Louisiana (RI73-224)
Serves: New Orleans and Baton Rouge Areas
Contact: Jennifer Petro, HealthAmerica Louisiana, One Shell Square, Suite 4150, New Orleans, LA 70139—Phone (504) 529-4561

LOUISIANA—Continued

Maxicare Louisiana, Inc. (RI73-244)
Serves: Greater New Orleans, and Lafayette areas
Contact: Glen Golemi, Marketing Director, Maxicare Louisiana, Inc., One Lakeway Center, 3850 N. Causeway, Suite 990, Metairie, LA 70002—Phone (504) 836-2022

***Ochsner Health Plan (RI73-328)**
Serves: Greater New Orleans area
Contact: Curtis J. Thorne, Planning Manager, Ochsner Health Plan, 1516 Jefferson Highway, New Orleans, LA 70121—Phone (504) 838-3901

***Whittaker Health Services of Louisiana, Inc. (RI73-380)**
Serves: The Greater New Orleans area
Contact: Steve Montignani, Marketing Director, Whittaker Health Services of Louisiana, Inc., 639 Loyola Avenue, Suite 1320, New Orleans, LA 70113—Phone (504) 529-4596

MARYLAND

CAPITALCARE (RI73-196)
Serves: Washington, D.C. Metropolitan area
Contact: Mr. M. Bruce Edwards, Director of Marketing, CAPITALCARE, 1235 Jefferson Davis Highway, Suite 1105, Arlington, VA 22202—Phone (703) 979-2273

CAREFIRST (RI73-268)
Serves: Greater Baltimore
Contact: Marketing Director, CAREFIRST, 7939 Honeygo Blvd., Suite 700, Baltimore, MD 21236—Phone (301) 529-2500 or 1-800-638-1730

CHOICE HealthCare Plan (RI73-141)
Serves: Metropolitan Washington, D.C. area
Contact: Fran McGhee, CHOICE HealthCare, 8615 Westwood Center Drive, Vienna, VA 22180—Phone (703) 790-5020

Columbia Medical Plan (RI73-20)
Serves: Howard County, Anne Arundel County, and portions of Baltimore City, Baltimore, Carroll, Montgomery and Prince Georges Counties, Maryland
Contact: Diane Bowers, Columbia Medical Plan, 2 Knoll North Drive, Columbia, MD 21045—Phone (301) 964-8168

Free State Health Plan (RI73-146)
Serves: Baltimore, Maryland area
Contact: Janet Preston, Free State Health Plan, 2219 York Road, Baltimore, MD 21093—Phone (301) 561-4477

The George Washington University Health Plan (RI73-46)
Serves: Metropolitan Washington, D.C.
Contact: Pamela Shoaff, The George Washington University Health Plan, 1901 Pennsylvania Ave., N.W., Suite #600, Washington, D.C. 20006—Phone (202) 676-4221

Group Health Association (RI73-8)
Serves: Washington, D.C., and eight surrounding counties
Contact: Michele Deverich, Acting Director of Marketing, Group Health Association, 4301 Connecticut Avenue, N.W., Washington, D.C. 20008—Phone (202) 364-7400

MARYLAND—Continued

HealthAmerica Maryland (RI73-225)
Serves: All of Baltimore City and County and portions of Anne Arundel, Carroll, Harford, Howard, and Prince Georges Counties
Contact: Kevin O'Neill, Director of Sales and Marketing, HealthAmerica Maryland, L.P., One South Calvert Street, Suite 1100, Baltimore, MD 21202—Phone (301) 234-0670

HealthPlus, Inc. (RI73-67)
Serves: Washington, D.C., and surrounding counties in Maryland and Virginia
Contact: Douglas C. Hoffman, Marketing Director, HealthPlus, Inc., 6611 Kenilworth Avenue, Riverdale, MD 20737—Phone (301) 277-6520

Johns Hopkins Health Plan (RI73-320)
Serves: Portions of Maryland
Contact: Jayn Osler, Director, Research & Development, Johns Hopkins, Health Plan, 1000 E. Eager Street, Baltimore, MD 21202—Phone (301) 522-9995

Kaiser Foundation of the Mid-Atlantic States, Inc. (RI73-47)
Serves: Metropolitan Washington, D.C., Metropolitan Baltimore, MD
Contact: John Mathewson, Group Relations Representatives, Kaiser Foundation of the Mid-Atlantic States, Inc., Kaiser Permanente, P.O. Box 9583, Washington, D.C. 20016—Phone (202) 364-3434

M.D.IPA—The Quality Care Health Plan (RI73-100)
Serves: Metropolitan Washington, D.C., Maryland and Virginia areas
Contact: Anrea Stillman, M.D.IPA—The Quality Care Health Plan, 451 Hungerford Drive, Suite 700, Rockville, MD 20850—Phone (301) 294-5082

***Physicians Care (RI73-331)**
Serves: Prince George's and Montgomery Counties
Contact: Ken Lewis, Director of Marketing, Physicians Care, 1700 N. Moore Street, Arlington, VA 22209—Phone (703) 525-0602

MASSACHUSETTS

Bay State Health Care, Inc. (RI73-193)
Serves: Most of Eastern Massachusetts
Contact: Lois Loring, Service Representative, Government Programs, Bay State Health Care, Inc., 101 Main Street, Cambridge, MA 02142—Phone (617) 868-7000

Berkshire Health Plan (RI73-194)
Serves: Berkshire County and portions of Hampshire County in Western Massachusetts and portions of Northwest Connecticut
Contact: Robert Suckecki, Marketing Manager, Berkshire Health Plan, 279 Dalton Avenue, Pittsfield, MA 01201—Phone (617) 442-6911

***Central Massachusetts Health Care (RI73-291)**
Serves: Worcester County
Contact: Steve Patton, Director of Marketing, Central Massachusetts Health Care, 300 Mechanics Tower, Worcester, MA 01608—Phone (617) 798-8667

***CIGNA Healthplan of Massachusetts (RI73-295)**
Serves: Greater Springfield area
Contact: Christine L. Short, CIGNA Healthplan of Massachusetts, 1350 Main Street, Springfield, MA 01103—Phone (413) 733-1177

MASSACHUSETTS—Continued

Community Health Plan (formerly Capital Area Community Health Plan) (RI73-53)
Serves: Berkshire, Franklin, and Worcester counties
Contact: Jane Auchincloss, Community Health plan, 1201 Troy-Schenectady Road, Latham, NY 12110—Phone (518) 783-1864

Fallon Community Health Plan (RI73-90)
Serves: Worcester Area in Central Massachusetts
Contact: Cynthia Falcone, Fallon Community Health Plan, 425 Lake Avenue North, Worcester, MA 01605—Phone (617) 852-7085

Harvard Community Health Plan (RI73-21)
Serves: Greater Boston
Contact: Beth Klarman, Account Executive, Harvard Community Health Plan, 1 Fenway Plaza, Boston, MA 02215—Phone (617) 421-8815

Healthway Medical Plan, Inc. (RI73-94)
Serves: Brockton, Taunton and all towns within Southeastern Massachusetts
Contact: Brendan Kerrigan, Sales Manager, Healthway Medical Plan, One Pearl St., Brockton, MA 02401—Phone (617) 559-7115

Lahey Clinic (RI73-106)
Serves: Greater Burlington area
Contact: William Hickey, Marketing Manager, Lahey Clinic, Blue Cross and Blue Shield Health Maintenance Plan, 820A Turnpike Street, Route 114, North Andover, MA 01845—Phone (617) 794-4300

Matthew Thornton Health Plan, Inc. (RI73-76)
Serves: New Hampshire, and the Massachusetts counties of: Dunstable, Groton, Pepperrell, Townsend and Tyngsboro
Contact: Denise Perri, Marketing Representative, Matthew Thornton Health Plan, Inc., 21 East Hollis Street, Nashua, NH 03061—Phone (603) 883-1143

Medical East Community Health Plan, Inc. (RI73-112)
Serves: North and South Shore areas, including sections of Boston, Massachusetts
Contact: Richard Napolitano, Assistant Vice President Marketing, Medical East Community Health Plan, Inc., One Worcester Road, Framingham, MA 01701—Phone (617) 879-0077

Medical West Community Health Plan, Inc. (RI73-97)
Serves: Greater Springfield, Chicopee, Holyoke and Westfield, Massachusetts area
Contact: Paul Boulais, Marketing Manager, Medical West Community Health Plan, Inc., 77 Boylston Street, Springfield, MA 01104—Phone (413) 781-7320

Metro West Health Plan (RI73-133)
Serves: Portions of Middlesex County, Massachusetts
Contact: Steve Vercollone, Marketing Manager, Metro West Health Plan, c/o Blue Cross and Blue Shield, 1 Moody Street, Waltham, MA 02154—Phone (617) 647-0922

Montachusett Health Plan, Inc. (RI73-249)
Serves: North Worchester County, Massachusetts and six Southern New Hampshire towns that border Massachusetts
Contact: Joe Daley, Montachusett Health Plan, 27 Monument Square, Suite 200, Leominster, MA 01453—Phone (617) 343-3267

MASSACHUSETTS—Continued

Multi-Group Health Plan (RI73-101)
Serves: Eastern and western Massachusetts and Southern New Hampshire
Contact: John Rosetti, Account Executive, Multi-Group Health Plan, 27 Mica Lane, Wellesley, MA 02181—Phone (617) 431-1070

***North Shore Health Plan (RI73-326)**
Serves: Northeastern Massachusetts
Contact: Donna Pastor, Marketing Manager, North Shore Health Plan, 27 Centennial Drive, Peabody, MA 01960—Phone (617) 532-1063 or (617) 956-3749

Ocean State Physicians Health Plan (RI73-173)
Serves: Rhode Island and parts of Bristol and Suffolk Counties in southern Massachusetts
Contact: Edward A. Perry, Director of Marketing, Ocean State Physicians Health Plan, 475 Kilvert Street, Warwick RI 02886—Phone (401) 737-6900

Pilgrim Health Care (RI73-139)
Serves: Southeastern Massachusetts
Contact: Marketing Department, Pilgrim Health Care, 10 Accord Executive Drive, Norwell, MA 02061—Phone (617) 871-3950

Rhode Island Group Health Association (RI73-23)
Serves: Rhode Island and adjacent Eastern Massachusetts area
Contact: Edna Boyes, Rhode Island Group Health Association, Two Davol Square, Providence, RI 02903—Phone (401) 421-4410

Tufts Associated Health Plan (RI73-134)
Serves: Greater Boston metropolitan area
Contact: Julia Robinson, Representative, Special Accounts, Tufts Associated Health Plan, 400-2 Totten Pond Rd., Waltham, MA 02254—Phone (617) 466-9467

Valley Health Plan (RI73-86)
Serves: Amherst, Northampton and surrounding towns in Massachusetts
Contact: Lisa Grant, Enrollment Manager, Valley Health Plan, P.O. Box 862, Amherst, MA 01004—Phone (413) 256-0151

MICHIGAN

Comprehensive Health Services of Detroit, Inc. (RI73-75)
Serves: City of Detroit and surrounding areas
Contact: Sherry Smith, Marketing Specialist, Comprehensive Health Services of Detroit, Inc., 6500 John C. Lodge, Detroit, MI 48202—Phone (313) 875-9100 Ext. 5000

***Great Lakes Health Care (RI73-305)**
Serves: Northern Michigan
Contact: Ed Trahan, Great Lakes Health Care, 1769 S. Garfield Avenue, Traverse City, MI 49684—Phone (616) 941-7823

***Greater Flint HMO (RI73-306)**
Serves: Greater Flint area
Contact: Nancy Castle, Greater Flint HMO, G-3245 Beecher Road, Flint, MI 48504—Phone (313) 733-9500

Group Health Plan of Michigan (RI73-69)
Serves: Wayne, Oakland, and Macomb Counties, Michigan
Contact: Gae Desai, Supervisor, Current Business, Group Health Plan of Michigan, 363 W. Big Beaver Road, Troy, MI 48084—Phone (313) 524-8036

MICHIGAN—Continued

Group Health Service of Michigan, Inc. (RI73-88)
Serves: Saginaw County
Contact: Mark W. Stenglein, Director, Advertising/Public Relations, Group Health Service of Michigan, Inc., 4200 Fashion Square Blvd., Saginaw, MI 48603—Phone (517) 791-3236

Health Alliance Plan (RI73-15)
Serves: Southeastern Michigan area
Contact: Michael O'Neill, Account Executive, Health Alliance Plan, 2850 West Grand Blvd., Detroit, MI 48202—Phone (313) 874-7979

Health Care Network (HCN) (RI73-153)
Serves: Detroit, Michigan area
Contact: Bill Dolan, Health Care Network (HCN), 26900 West 11 Mile Road, Box 5043, Southfield, MI 48086-5043—Phone (313) 354-7450

Health Central (RI73-154)
Serves: Lansing, Michigan area
Contact: Robert Heintz, Health Central, 2316 S. Cedar, Lansing, MI 48910—Phone (517) 627-1111

Health Circle (RI73-161)
Serves: Kalamazoo, Michigan area
Contact: Laurel Postmus, Regional Manager, Campbell, Health Circle, 131 E. Columbia, Suite 112, Battle Creek, MI 49015—Phone (616) 965-2442

HealthPlus of Michigan (RI73-113)
Serves: Southeastern and South Central Michigan
Contact: Mariellen Russell, Director of Marketing, HealthPlus of Michigan, G-4488 W. Bristol Road, Flint, MI 48507—Phone (313) 733-6106

***HMO America—Michigan, Ltd. (RI73-358)**
Serves: Detroit area
Contact: Marie Thorne, Printing Coordinator, HMO America—Michigan, Ltd., 540 N. LaSalle Street, Chicago, IL 60610—Phone (312) 751-7482

***HMO West, Inc. (RI73-315)**
Serves: Battle Creek area
Contact: Diane D. Giannunzio, Executive Director, HMO West, Inc., 67 W. Michigan Mall, Suite 608, Battle Creek, MI 49017—Phone (616) 963-9156

Independence Health Plan, Inc. (RI73-125)
Serves: Wayne, Oakland and Macomb counties, Michigan
Contact: Virginia Pietrangelo, Independence Health Plan, Inc., 15565 Northland Dr., Ste. 600, Southfield, MI 48075—Phone (313) 424-8904

***McAuley Health Plan (RI73-324)**
Serves: Ann Arbor area
Contact: Joseph Martinez, Director of Marketing McAuley Health Plan, 3145 Clark, P.O. Box 992, Ann Arbor, MI 48106—Phone (313) 572-4200

Michigan HMO Plans, Inc. (RI73-62)
Serves: Detroit metropolitan area
Contact: Ms. Cheryl Forte, Manager of Marketing Support Services, Michigan HMO Plans, Inc., 7650 Second Avenue, Detroit, MI 48202—Phone (313) 873-2800

West Michigan Health Care Network (RI73-272)
Serves: Grand Rapids, Michigan area
Contact: Mr. William Karrip, West Michigan Healthcare Network, 611 Cascade West Parkway S.E., Grand Rapids, MI 49506—Phone (616) 957-5057

MINNESOTA

Coordinated Health Care, Inc. (RI73–174)
Serves: Minnesota and Wisconsin Twin Cities area
Contact: Marge Crain, Coordinated Health Care, Inc., Suite 220, 17 West Exchange Street, St. Paul, MN 55102—Phone (612) 292–0860

Group Health, Inc. (RI73–9)
Serves: Metropolitan areas of Minneapolis-St. Paul and St. Cloud
Contact: James Erlandson, Service Representative, Group Health, Inc., 2829 University Avenue, Southeast, Minneapolis, MN 55414—Phone (612) 623–8430

HMO Minnesota (RI73–158)
Serves: Metropolitan areas of Minneapolis and St. Paul and Central and Northeastern Minnesota areas
Contact: Jane Langer, Account Consultant, HMO Minnesota, 3535 Blue Cross Road, P.O. Box 64179, St. Paul, MN 55164—Phone (612) 456–8827

Medcenters Health Plan (RI73–137)
Serves: Metropolitan area of Minneapolis-St. Paul, Minnesota
Contact: Kathryne Smaagard, Account Representative, 4951 Excelsior Blvd., Minneapolis, MN 55416—Phone (612) 927–3791

***MedCenters Health Plan—Fargo Clinic** (RI73–301)
Serves: Western Minnesota
Contact: Craig Peterson, MedCenters Health Plan—Fargo Clinic, 45 South 4th Street, Fargo, ND 58103—Phone (701) 293–5452

MORE HMO Plan, Inc. (RI73–123)
Serves: Lake and Morrison Counties, parts of St. Louis and Itasca Counties in Minnesota
Contact: Mick Giblin, MORE HMO Plan, Inc., 802 North 9th Street, Virginia, MN 55792—Phone (218) 749–5890

Physicians Health Plan of Minnesota (RI73–169)
Serves: Anoka, Benton, Carver, Chisago, Dakota, Douglas, Goodhue, Hemmepin, Isanti, Kanabec, LeSueur, McLeod, Mille Lacs, Morrison, Ramsey, Rice, Scott, Sherborne, Sibley, Stearns, Steele, Washington, and Wright Counties and portions of St. Louis, Lake and Carlton Counties, Minnesota
Contact: Louise Schock, Physicians Health Plan of Minnesota, 5601 Smetana Drive, Minnetonka, MN 55343—Phone (612) 936–1813

Share Health Plan (RI73–30)
Serves: Minneapolis-St. Paul
Contact: Marge Hanson, Account Executive, Share Health Plan, 3600 West 80th Street, Bloomington, MN 55431—Phone (612) 830–3128

MISSOURI

***CIGNA Healthplan of St. Louis, Inc.** (RI73–297)
Serves: Greater St. Louis area
Contact: Janet Haroian, Account Executive, CIGNA Healthplan of St. Louis, Inc., 1807 Park 270 Drive, Suite 426, St. Louis, MO 63146—Phone (314) 878–2866

Group Health Plan (formerly Group Health Plan of Greater St. Louis) (RI73–104)
Serves: Greater St. Louis area
Contact: James R. Angelica, Senior Vice President, Marketing, Group Health Plan, Inc., 11475 Olde Cabin Road, St. Louis, MO 63141—Phone (314) 993–5955

MISSOURI—Continued

Health Care Plus—Kansas (RI73–215)
Serves: Kansas City area
Contact: Kurt Anderson, Senior Accounts Executive, Health Care Plus—Kansas, 7701 E. Kellogg, Wichita, KS 67207—Phone (316) 681–1152

HealthCare Network of St. Louis (formerly HealthCare Network—Medical Care Group and HealthCare Network—Physicians Network) (RI73–32)
Serves: Metropolitan St. Louis and adjacent areas
Contact: Hank Freund, Director of Rating & Underwriting, HealthCare Network of St. Louis, 8670 Big Bend, St. Louis, MO 63119—Phone (314) 968–0277

Health Plan of Mid-America (RI73–275)
Serves: Metropolitan Kansas City and Leavenworth areas
Contact: Beth Wright, Health Plan of Mid-America, 1001 East 101st Terrace, Kansas City, MO 64131—Phone (816) 941–3030

Kaiser Foundation Health Plan of Kansas City, Inc., (RI73–128)
Serves: Kansas City metropolitan area
Contact: Jo Ellen Smith, Health Plan Representative, Kaiser Foundation, Health Plan of Kansas City, 6900 Squibb Road, Suite 201, Shawnee Mission, KS 66202—Phone (913) 384–9090

Maxicare Missouri, Inc. (RI73–181)
Serves: St. Louis City and the Missouri Counties of Jefferson, St. Louis, St. Charles, and portions of Lincoln, Franklin, and Warren Counties
Contact: Tom McGuire, Marketing Director, Maxicare Missouri, Inc., 500 Northwest Plaza, Suite 1050, St. Ann, MO 63074—Phone (314) 344–9972

Prime Health (RI73–54)
Serves: Kansas City metropolitan area
Contact: Laurie G. Rockhill, Prime Health, 4550 West 109th St., Suite 242, Overland Park, KS 66211—Phone (913) 491–0400

***PruCare—St. Louis** (RI73–342)
Serves: St. Louis and Kansas City areas
Contact: Debra K. Muench, Assistant Health Care Program Consultant, PruCare, 680 Craig Road, Suite 308, Creve Coeur, MO 63141—Phone (314) 567–1100

***Sanus Health Plan of Missouri** (RI73–345)
Serves: St. Louis area
Contact: Gary Hawkins, Sanus Health Plan, 500 Northwest Plaza, St. Ann, MO 63074—Phone (314) 739–7755

Total Health Care (RI73–142)
Serves: Kansas City metropolitan area
Contact: Paula McElhern, Total Health Care, 201 East Armour Blvd., Kansas City, MO 64111—Phone (816) 561–4646

NEBRASKA

HealthAmerica of Lincoln (RI73–184)
Serves: Lincoln, Nebraska area
Contact: Tom Ferraro, HealthAmerica of Lincoln, 17th and N Streets, Lincoln, NE 68508—Phone (402) 473–7870

HealthAmerica of Nebraska (RI73–226)
Serves: Douglas and Sarpy Counties in Nebraska
Contact: Linda Mitchell, HealthAmerica of Nebraska, 10506 Burt Circle, Omaha, NE 68114—Phone (402) 493–1500

NEBRASKA—Continued

SHARE Health Plan of Nebraska, Inc. (RI73-265)
Serves: Dodge, Douglas, Sarpy and Washington counties
Contact: Les Swick, Director of Marketing, SHARE Health Plan of Nebraska, Inc., 302 South 36th Street, Omaha, NE 68131—Phone (402) 345-9900

NEVADA

***AmeriCare of Nevada** (RI73-286)
Serves: Northern and Southern Nevada
Contact: Catherine Kypta, Administrative Secretary, AmeriCare of Nevada, 1755 E. Plumb Lane, Suite 200, Reno, NV 89502—Phone (702) 329-3555

Health Plan of Nevada/Las Vegas (RI73-129)
Serves: Clark County and part of Nye County
Contact: Deborah Schmidt, Health Plan of Nevada/Las Vegas, 333 N. Rancho, 3rd Floor, Atrium Building, Las Vegas, NV 89106—Phone (702) 646-8350

Health Plan of Nevada/Reno (RI73-171)
Serves: Washoe County, Carson City, Douglas County and parts of Storey and Lyon Counties
Contact: Pat MacDonald, Account Executive, Health Plan of Nevada/Reno, 1465 Terminal Way, Reno, NV 89502—Phone (702) 784-8200

***Maxicare Nevada, Inc.** (RI73-323)
Serves: Greater Las Vegas and Reno areas
Contact: Ed Miller, Marketing Director, Maxicare Nevada, Inc., 1850 E. Flamingo Road, Suite 120, Las Vegas, NV 89119—Phone (702) 732-1920

NEW HAMPSHIRE

***Good Health Network (BC & BS of NH)** (RI73-377)
Serves: New Hampshire
Contact: Rob Douglas, Blue Cross and Blue Shield—Good Health Network, 2 Pillsbury Street, Concord, NH 03306—Phone (603) 224-9511

***Healthsource New Hampshire** (RI73-312)
Serves: New Hampshire
Contact: Donna Klop Lencki, Director of Marketing, Healthsource, Donovan Street Extension, Concord, NH 03301—Phone (603) 225-5077

Matthew Thornton Health Plan, Inc. (RI73-76)
Serves: Nashua and Manchester New Hampshire communities
Contact: Denise Perri, Marketing Representative, Matthew Thornton Health Plan, Inc., 21 East Hollis Street, Nashua, NH 03061—Phone (603) 883-1143

Montachusetts Health Plan, Inc. (RI73-249)
Serves: North Worcester County, Massachusetts and six southern New Hampshire towns that border Massachusetts
Contact: Joe Daley, Montachusetts Health Plan, Inc., 27 Monument Square, Suite 200, Leominster, MA 01453—Phone (617) 343-3267

Multi-Group Health Plan (RI73-101)
Serves: Eastern and Western Massachusetts and Southern New Hampshire
Contact: John Rosetti, Account Executive, Multi-Group Health Plan, 27 Mica Lane, Wellesley, MA 02181—Phone (617) 431-1070

NEW HAMPSHIRE—Continued

Valley Health Plan (RI73-86)
Serves: Southern New Hampshire
Contact: Lisa D. Grant, Enrollment Manager, Valley Health Plan, Inc., P.O. Box 862, Amherst, MA 01004—Phone (413) 256-0151

NEW JERSEY

AmeriCare of New Jersey Health Plan (formerly Crossroads Health Plan) (RI73-68)
Serves: Northeastern New Jersey
Contact: Miriam JuVette, AmeriCare of New Jersey Health Plan, 748 Morris Turnpike, Short Hills, NJ 07078—Phone (201) 564-8511

***CIGNA Healthplan of New Jersey** (RI73-296)
Serves: Southern New Jersey
Contact: Franz Herpok, Vice President & General Manager, CIGNA Healthplan of New Jersey, 1000 South Lenola Road, Moorestoen, NJ 08057-0949—Phone (609) 778-5800

COMED HMO (RI73-87)
Serves: Most of New Jersey
Contact: Patricia A. Intile, Marketing Manager, COMED HMO, 3 Stewart Court, Denville, NJ 07834—Phone (201) 361-3444

Group Health Incorporated (RI73-7)
Serves: Northern parts of New Jersey
Contact: Ms. Carol Scaffidi, Group Health Incorporated, 330 West 42nd Street, New York, NY 10036—Phone (212) 760-6425

HealthAmerica Corporation of Philadelphia (RI73-41)
Serves: Philadelphia and portions of adjacent counties in Pennsylvania and New Jersey
Contact: Patricia F. Coyle, HealthAmerica Corporation of Philadelphia, Public Ledger Bldg., Independence Square, Philadelphia, PA 19106—Phone (215) 238-5900

Healthways, Inc. (RI73-127)
Serves: Bergen, Burlington, Camden, Cumberland, Gloucester, Mercer, Middlesex, Monmouth, Salem and Union Counties, and portions of neighboring counties in New Jersey and Pennsylvania
Contact: Jackilyn Wisinski, Healthways, Inc., 485-A US Route 1, Iselin, NJ 08830—Phone (201) 636-6200

HIP of Greater New Jersey, Inc. (RI73-84)
Serves: Bergen County, Essex County, Hudson County and Eastern Passaic County, New Jersey
Contact: Dale F. Hoover, Executive Director, HIP of Greater New Jersey, Inc., Paramus Center, 1 Sears Drive, Paramus, NJ 07652—Phone (201) 599-4810

Medigroup, Inc.—Mercer (RI73-160)
Serves: Mercer County, New Jersey, and part of Bucks County, Pennsylvania
Contact: Jane Broderick, Sales Manager, Medigroup, Inc., Suite 9000, Route 526 & Corporate Boulevard, Robbinsville, NJ 08691—Phone (609) 259-5965

***Medigroup, Inc.—Shoreline** (RI73-393)
Serves: Monmouth & Ocean Counties, New Jersey
Contact: Jane Broderick, Sales Manager, Medigroup, Inc., Suite 9000, Route 526 & Corporate Boulevard, Robbinsville, NJ 08691—Phone (609) 259-5965

NEW JERSEY—Continued

OMNICARE/the hmo (RI73–252)
Serves: Southern New Jersey
Contact: Elaine Jennings, Marketing Representative, OMNICARE/the hmo, 1138 E. Chestnut Avenue, Building 3–B, Vineland, NJ 08360—Phone (609) 696–8009 ext. 35

The Philadelphia Health Plan (RI73–40)
Serves: Philadelphia and seven adjacent counties in Pennsylvania and New Jersey
Contact: Robert Mayfield, Director of Marketing, the Philadelphia Health Plan, 1760 Market Street, Philadelphia, PA 19103—Phone (215) 561–3370

PruCare of New Jersey (formerly Southshore HMO) (RI73–73)
Serves: Atlantic, Cape May, and portions of Ocean and Burlington counties in New Jersey
Contact: Jerry H. Brazil, Vice President, PruCare of New Jersey, 600 Fire Road, Pleasantville, NJ 08232—Phone (609) 641–6200

Rutgers Community Health Plan (RI73–57)
Serves: Central New Jersey area
Contact: Kerin Braudaway, Manager, Marketing Administration, Rutgers Community Health Plan, One Worlds Fair Drive, Somerset, NJ 08873—Phone (201) 469–4300

U.S. Healthcare—HMO of New Jersey (RI73–116)
Serves: State of New Jersey
Contact: Pamela Merenda, Manager, Marketing Administration, U.S. Healthcare—HMO of New Jersey, 980 Jolly Road, P.O. Box 1109, Blue Bell, PA 19422—Phone (215) 628–4800

U.S. Healthcare—HMO of Pennsylvania (RI73–52)
Serves: Central and Southern New Jersey
Contact: Pamela Merenda, Manager, Marketing Administration, U.S. Healthcare—HMO of Pennsylvania, 980 Jolly Road, P.O. Box 1109, Blue Bell, PA 19422—Phone (215) 628–4800

NEW MEXICO

***FHP, Inc.** (RI73–360)
Serves: Albuquerque area
Contact: Don Dawson, Director of Marketing, FHP, Inc., 4700 Montgomery, NE, Suite 301, Albuquerque, NM 87109—Phone (505) 881–7900

***FirstSource** (RI73–302)
Serves: Albuquerque & Santa Fe areas
Contact: Robert Bacon, Director of Marketing, Firstsource, 12800 Indian School Road, NE, Albuquerque, NM 87112—Phone (505) 291–6941.

Health Dimensions, Inc. (RI73–217)
Serves: Albuquerque and Santa Fe, New Mexico areas
Contact: Karen Venditti, Account Executive, Health Dimensions, Inc., 1720 Louisiana NE, Suite 200, Albuquerque, NM 87110—Phone (505) 255–7500

Lovelace Health Plan (RI73–79)
Serves: Albuquerque, Santa Fe, Los Alamos, New Mexico and portions of surrounding communities
Contact: Phyllis Freyer, Marketing Director, Lovelace Health Plan, 5400 Gibson Blvd., S.E., Albuquerque, NM 87108—Phone (505) 262–7510

NEW MEXICO—Continued

New Mexico Health Plan (RI73–251)
Serves: Bernalillo, and portions of Sandoval, Valencia Torrence, Sante Fe, Rio Arriba, Taos, Mora, San Miguel and Los Alamos Counties
Contact: Andri Dolan, Account Service Representative, New Mexico Health Plan, 4501 Indian School Rd., N.E., Suite–B, Albuquerque, NM 87110—Phone (505) 265–8600

NEW YORK

***ChoiceCare—Long Island** (RI73–294)
Serves: Nassau & Suffolk counties
Contact: Sally A. Gottfried, ChoiceCare Long Island, 50 Chares Lindburgh Boulevard, Uniondale, NY 11553—Phone (516) 222–1460

***Community Blue, the HMO of Blue Cross of Western New York, Inc.** (RI73–298)
Serves: Greater Buffalo area
Contact: Lisbeth Walls, Marketing Director, Community Blue, 237 Main Street, Buffalo, NY 14203—Phone (716) 847–2702

Community Health Plan (formerly Capital Area Community Health Plan) (RI73–53)
Serves: Albany area and adjacent counties
Contact: Jane Auchincloss, Community Health Plan, 1201 Troy-Schenectady Road, Latham, NY 12110—Phone (518) 783–1864

Empire Blue Cross & Blue Shield HealthNet (formerly Blue Cross and Blue Shield HMO of Greater New York) (RI73–33)
Serves: New York City, Long Island, Capital area, Mid-Hudson, Catskills and Adirondacks
Contact: Vicki Fabroff, Empire Blue Cross & Blue Shield HealthNet, 633 Third Avenue, 28th Floor, New York, NY 10016—Phone (212) 972–6133

Genesse Valley Group Health (RI73–35)
Serves: Monroe County and parts of Livingston, Ontario, and Wayne Counties, New York
Contact: Lou Ricci, Genesee Valley Group Health, Gateway Centre, 150 East Main Street, Rochester, NY 14647—Phone (716) 263–3424

Group Health Incorporated (RI73–7)
Serves: New York and parts of New Jersey
Contact: Ms. Carol Scaffidi, Group Health Incorporated, 330 West 42nd Street, 7th Floor, New York, NY 10036—Phone (212) 760–6425

Health Care Plan, Inc. (RI73–71)
Serves: Buffalo, New York and surrounding counties
Contact: Stanley J. Duda, Director of Marketing, Health Care Plan, Inc., 900 Guaranty Building, Buffalo, NY 14202—Phone (716) 847–1480

Health Insurance Plan of Greater New York (HIP/HMO) (RI73–1)
Serves: Greater New York
Contact: Lori O'Neill—Office Manager, Health Insurance Plan of Greater New York, 220 West 58th Street, New York, NY 10019—Phone (212) 708–7351

Healthshield Inc. (RI73–136)
Serves: Dutchess, Putnam, Ulster Counties and the towns of Cornwall, Crawford, Highlands, Montgomery, New Windsor and Newburgh in Orange County in New York
Contact: Jo-Anne Scevola, Healthshield, 160 Union Street, Poughkeepsie, NY 12601—Phone (914) 471–2800

NEW YORK—Continued

Independent Health Association Inc. (RI73-103)
Serves: Western New York
Contact: Jill C. Maloney, Independent Health Association, Inc., 4510 Main Street, Buffalo, NY 14226—Phone (716) 839-2966

Kaiser Foundation Health Plan of the Northeast (RI73-55)
Serves: Westchester County, N.Y.
Contact: Ray Durkle, Kaiser Foundation Health Plan of the Northeast, 7-11 South Broadway, White Plains, NY 10601—Phone (914) 682-7700

PrePaid Health Plan (RI73-98)
Serves: Syracuse, New York area, including Onondaga County, and portions of Oswego, Madison, Cayuga, and Cortland counties
Contact: James N. Jerose, Senior of Vice President of Marketing, PrePaid Health Plan, 8278 Willett Parkway, Baldwinsville, NY 13027—Phone (315) 638-2133

***Rochester Health Network, Inc.** (RI73-344)
Serves: Greater Rochester area
Contact: Steven Johnson, Marketing Director, Rochester Health Network, 500 East Avenue, Rochester, NY 14607—Phone (716) 442-0100

***US Healthcare, Inc. New York** (RI73-365)
Serves: Metropolitan New York City area
Contact: Bessie Novak, Marketing Administrator, U.S. Healthcare, Inc., 287 Greta Northern Boulevard, Great Neck, NY 11021—Phone (516) 466-8870

***Whittaker Health Services of New York, Inc.** (RI73-386)
Serves: Syracuse area
Contact: Luanna Carpenter, General Manager, Whittaker Health Services of New York, Inc., 600 Erie Place, Suite 202, Syracuse, NY 13204—Phone (315) 479-6667

NORTH CAROLINA

HealthAmerica of North Carolina (RI73-227)
Serves: Chapel Hill, Charlotte, Durham, High Point, Gastonia, Goldsboro, Greensboro, Greenville, Mt. Olive, Raleigh, Winston Salem, and surrounding areas
Contact: Samuel Warburton, M.D., HealthAmerica Corporation of North Carolina, 8000 Regency Parkway, Suite 230, Cary, NC 27511—Phone (919) 469-3700

Kaiser Foundation Health Plan of North Carolina (RI73-240)
Serves: Raleigh, Durham, Chapel Hill and Charlotte
Contact: Linda McCrudden, Publications Manager, Kaiser Foundation Health Plan of North Carolina, 2900 Highwoods Blvd., Raleigh, NC 27604—Phone (919) 878-9870

The Personal Care Plan (RI73-191)
Serves: Raleigh, Durham, Charlotte and Winston-Salem, North Carolina areas
Contact: Debra Critcher, The Personal Care Plan, P.O. Box 30004, Durham, NC 27702—Phone (919) 489-7431

***PruCare of Charlotte** (RI73-340)
Serves: Portions of North Carolina
Contact: Anita Strauss-LaRowe, Group Representative, PruCare of Charlotte, 2100 Rexford Road, Suite 320, Charlotte, NC 28211—Phone (704) 365-6070

NORTH DAKOTA

CAPCARE (RI73-195)
Serves: Burleigh, Morton, Kidder, Mercer and Oliver Counties, and portions of McLean County, North Dakota
Contact: Patrick Aberle, Marketing Director, CAPCARE, P.O. Box 489, 418 E. Broadway, Bismarck, ND 58502—Phone (701) 222-8754

***MedCenters Health Plan—Fargo Clinic** (RI73-301)
Serves: Fargo and Grand Forks areas
Contact: Craig Peterson, MedCenters Health Plan—Fargo Clinic, 45 South Fourth Street, Fargo, ND 58103—Phone (701) 293-5452

OHIO

Heath Maintenance Plan (RI73-31) (one brochure to serve all of the following areas)
Serves: Canton, Cincinnati, Dayton, Warren, and Youngstown areas
Contact: Vincent J. Homan, Director, HMP Marketing, Health Maintenance Plan, 4665 Cornell Road, Suite 300, Cincinnati, OH 45241—Phone (513) 530-8675

Health One (RI73-99)
Serves: Franklin County, Ohio and parts of adjacent counties
Contact: Valerie McGregor, Manager, Member Services, Health One, 4885 Olentangy River Road, Columbus, OH 43214—Phone (614) 451-1551

HealthAmerica Corporation of Ohio (RI73-66) (one brochure to serve all of the following)
Serves: The following areas of Ohio: the Akron area, the Cincinnati/Dayton area, the Columbus area, and the Toledo/Cleveland/Lima area
Contact: Jeff Landon, HealthAmerica Corporation of Ohio, 3131 Executive Parkway, Suite 101, Toledo, OH 43606—Phone (216) 579-9100

HealthOhio, Inc. (formerly Marion HMO) (RI73-56)
Serves: Marion, Ohio area
Contact: Jayne E. Lingo, Marketing Manager, HealthOhio, Inc., 372 E. Center Street, Marion, OH 43302—Phone (614) 387-6355

***HealthSphere** (RI73-313)
Serves: Lickiag County
Contact: Valerie McGregor, Manager, Member Services, HealthSphere, 1873 Tamarack Road, Neware, OH 43055—Phone (614) 451-1551, ext. 478

HMO Health Ohio (RI73-157)
Serves: Cleveland and Akron, Ohio areas
Contact: Carolyn Abraham, HMO Health Ohio, Rock Run, Suite 140, 5700 Lombardo Center, Seven Hills, OH 44131—Phone (216) 642-3130 or (800) 245-5272

Kaiser Foundation Health Plan of Ohio (RI73-17)
Serves: Cleveland Metropolitan area, and the Akron area
Contact: Eric Holton, Health Plan Representative, Kaiser Foundation Health Plan of Ohio, 1100 Bond Court Building, 1300 East Ninth Street, Cleveland, OH 44114—Phone (216) 621-5600

Maxicare Ohio, Inc. (RI73-247)
Serves: Greater Cincinnati
Contact: Mike Petry, Marketing Director, Maxicare Ohio, Inc., 801 B. West Eighth, Cincinnati, OH 45203—Phone (513) 381-5771

OHIO—Continued

***MetLife Health Care Network (RI73–357)**
Serves: The Akron/Canton area, the Cleveland area
Contact: John C. Hays, Vice-President Operations, MetLife Health Care Network, 4 Commerce Square, 23200 Chagrin Boulevard, Beachwood OH 44122—Phone (216) 464–8445

Peak Health Plan (RI73–254)
Serves: Greater Cincinnati, Ohio and Northern Kentucky area
Contact: Mary Pat Giardina, Marketing Administrator, Peak Health Plan, 7265 Kenwood Road, Suite 119, Cincinnati, OH 45236—Phone (513) 793–4510

***PruCare of Central Ohio (RI73–339)**
Serves: Greater Columbus area
Contact: Kelly Ewing, Prudential Health Care Plan, Inc., 100 E. Campus View Boulevard, Suite 350, Columbus, Ohio 43085—Phone (614) 431–5601

***PruCare of Cincinnati (RI73–341)**
Serves: Cincinnati area
Contact: S. Scott Ringold, Regional Group Manager, Prudential Health Care Plan, Inc., 525 Vine Building, Suite 1850, Cincinnati, Ohio 45202—Phone (513) 621–2970

Western Reserve Health Plan (RI73–273)
Serves: Cleveland, Ohio area
Contact: Jeffrey Mahne, Marketing Director, Western Reserve Health Plan, 19201 Villaview Road, Cleveland, OH 44119—Phone (216) 486–0152

OKLAHOMA

Choice HealthCare Plan (RI73–204)
Serves: Greater Tulsa area
Contact: Nancy Roberts, Choice HealthCare Plan, Suite 210, Two Memorial Place, 8023 E. 63rd Place, Tulsa, OK 74133—Phone (918) 250–6171

Health Care Plus—Oklahoma (RI73–216)
Serves: Oklahoma and Cleveland counties and portions of Canadian, Kingfisher, Logan, Lincoln, Pottawatomie, McClain and Grady counties
Contact: Mr. Kurt Anderson, Senior Account Executive, Health Care Plus—Oklahoma, 7701 E. Kellogg, Wichita, KS 67207—Phone (316) 681–1152

The HMO of Oklahoma (RI73–234)
Serves: Tulsa, Okahoma area
Contact: Sharon Brumley, Marketing Representative, The HMO of Oklahoma, 8181 South Lewis, Tulsa, OK 74137—Phone (918) 493–8060

***PacifiCare of Oklahoma, Inc. (RI73–396)**
Serves: The greater Tulsa area
Contact: Desiree Frierson, Marketing Coordinator, PacifiCare of Oklahoma, Inc., 7134 S. Yale Street, Suite 500, Tulsa, OK 74136—Phone (918) 496–1200

PruCare of Oklahoma (RI73–108)
Serves: The corporate limits of Oklahoma City, Oklahoma County and surrounding communities of Moore, Mustang and Yukon
Contact: Lori Seefeldt, Marketing Assistant, PruCare of Oklahoma, 3330 NW 56th, Oklahoma City, OK 73112—Phone (405) 942–6687

OKLAHOMA—Continued

PruCare of Tulsa (RI73–118)
Serves: All of Tulsa County and surrounding communities
Contact: Jean Hausmann, Marketing Representative, PruCare of Tulsa, 3218 S. 79th East Avenue, Suite 109, Tulsa, OK 74145—Phone (918) 665–8850

TakeCare Prepaid Health Service of Oklahoma, Inc. (RI73–267)
Serves: Tulsa and Oklahoma City areas
Contact: John Hunt, Vice President, TakeCare Prepaid Health Service of Oklahoma, Inc., 1437 S. Boulder, Tulsa, OK 74119—Phone (918) 584–4800

OREGON

***Bestcare, Inc. (RI73–289)**
Serves: Portland Metropolitan area
Contact: Michael Berry, Account Coordinator, Bestcare, Inc., 9400 SW Barnes Road, Suite 307, Portland, OR 97225—Phone (503) 279–1046

Capitol Health Care (RI73–150)
Serves: Marion, Polk, Linn and Benton counties in Oregon
Contact: T. Preston Smith, Vice President of Marketing, Capitol Health Care, 700 Pringle Parkway, Suite 300, Salem, OR 97301—Phone (503) 364–4868

Eugene Clinic Health Plan (RI73–210)
Serves: The Eugene and Springfield area
Contact: Eva Smekens, Marketing Director, Eugene Clinic Health Plan, 1162 Willamette, Eugene, OR 97401—Phone (503) 687–6200

Kaiser Foundation Health Plan of the Northwest (RI73–4)
Serves: Portland-Vancouver-Salem-Longview
Contact: JoAnn Tower, Kaiser Foundation Health Plan of the Northwest, 3600 N. Interstate Avenue, Portland, OR 97227—Phone (503) 280–2050

National Hospital Association (RI73–13)
Serves: Oregon, Washington, Idaho
Contact: Gunther Hoffmann, Manager, Federal Plans, National Hospital Association, 400 S.W. Sixth Avenue, Portland, OR 97204—Phone (503) 222–0399

***Northwest Americare Health Plan (RI73–327)**
Serves: Portland & Clark Counties
Contact: Bob Melton, Northwest Americare, 4800 SW Macadem Avenue, #305, Portland, OR 97201—Phone (503) 222–5217

***PacifiCare of Oregon (RI73–362)**
Serves: Portland and Salem areas
Contact: Kris Lloyd, Marketing Coordinator, PacifiCare of Oregon, Inc., 7360 SW Hunziker, Suite 200, Tigard, OR 97223—Phone (503) 620–9324

SelectCare (RI73–83)
Serves: Most of Lane County, Oregon
Contact: Julie Ake, Marketing Services Coordinator, SelectCare, 488 East 11th Avenue, Suite 1–B, Eugene, OR 97401—Phone (503) 485–2177

***The Good Health Plan (RI73–347)**
Serves: Portland area
Contact: Nancy Fuhrman, Marketing Director, The Good Health Plan, 500 NE Multanomah, Suite 700, Portland, OR 97232—Phone (503) 231–8098

PENNSYLVANIA

Central Medical Health Services (RI73-42)
Serves: Pittsburgh, Pennsylvania
Contact: D. Bergman, Vice President, Central Medical Health Services, Central Medical Centre, 1200 Centre Ave., Pittsburgh, PA 15219—Phone (412) 562-3005

Delaware Valley HMO (RI73-65)
Serves: Delaware County, portions of Chester, Montgomery, and Philadelphia counties, Pennsylvania
Contact: Joan Sewell, Delaware Valley HMO, P.O. Box 1111, Concordville, PA 19331—Phone (215) 358-5454

***Geisinger Health Plan (RI73-303)**
Serves: North central Pennsylvania
Contact: Cheryl J. William , Geisinger Health Plan, Geisinger Office Building, Danville, PA 17822-3020—Phone (717) 271-8760 or (800) GHP-4000

Health Maintenance Plan-Warren/Youngstown (RI73-31)
Serves: Warren and Youngstown, Ohio
Contact: Vincent J. Homan, Director HMP Marketing, Health Maintenance Plan, Community Mutual Insurance Company, 4665 Cornell Road, Suite 300, Cincinnati, OH 45241—Phone (513) 530-8675

HealthAmerica Corporation of Pennsylvania (RI73-255)
Serves: Central and Northeastern Pennsylvania
Contact: Kimberly A.J. Allan, Marketing Coordinator, HealthAmerica of Central Pennsylvania, 214 Senate Avenue, Suite 202, Camp Hill, PA 17011—Phone (717) 763-9313

HealthAmerica of Pittsburgh (formerly HealthAmerica of Pittsburgh (GPP) and Health America of Pittsburgh (IPP)) (RI73-39)
Serves: Greater Pittsburgh area
Contact: Denise Taksel, Account Executive, HealthAmerica of Pittsburgh, 5 Gateway Center, Pittsburgh, PA 15222—Phone (412) 553-7369

HealthAmerica Corporation of Philadelphia (RI73-41)
Serves: Philadelphia and portions of adjacent counties in Pennsylvania and New Jersey
Contact: Patricia F. Coyle, HealthAmerica Corporation of Philadelphia, Public Ledger Bldg., Independence Square, Philadelphia, PA 19106—Phone (215) 238-5900

***HealthGuard of Lancaster (RI73-311)**
Serves: Lancaster, Pennsylvania area
Contact: James R. Godfrey, Senior Vice President, HealthGuard of Lancaster, 40 East Grant Street, Lancaster, PA 17602—Phone (717) 291-9373

Healthways, Inc. (RI73-127)
Serves: Lower Bucks County
Contact: Healthways, Inc., 485-A US Route 1, Iselin, NJ 08830—Phone (201) 636-6200

HMO of Western PA., Inc. (RI73-131)
Serves: Portions of Allegheny, Westmoreland, Armstrong, Butler and Indiana counties, Pennsylvania
Contact: Mr. Robert Jedrzejewski, Sales Manager, HMO of Western PA., Inc., 701 Russellton Road, Cheswick, PA 15024—Phone (412) 274-4400

PENNSYLVANIA—Continued

Keystone Health Plan (formerly Keystone Harrisburg and Keystone Lehigh (RI73-241)
Serves: Harrisburg and Lehigh Valley areas
Contact: Connie Bedaar, Marketing Support Specialist, Keystone Health Plan, 100 Senate Avenue, Camp Hill, PA 17011—Phone (717) 975-7174

Medigroup-Mercer, Inc. (RI73-160)
Serves: Part of Bucks County, Pennsylvania
Contact: Jane Broderick, Sales Manager, Medigroup, Inc., Suite 9000, Route 5268 Corporate Boulevard, Robbinsville, NJ 08691—Phone (609) 259-5965

The Philadelphia Health Plan (RI73-40)
Serves: Philadelphia and seven adjacent counties in Pennsylvania and New Jersey
Contact: Robert K. Mayfield, Jr., Director of Marketing, The Philadelphia Health Plan, 1760 Market Street, 4th Floor, Philadelphia, PA 19103—Phone (215) 561-3370

***Silver Spring Health Plan (RI73-366)**
Serves: South central Pennsylvania
Contact: Stephen R. Keys, Silver Spring Health Plan, Inc., One PHICO Drive, P.O. Box 85, Mechanicsburg, PA 17055-0085—Phone (717) 691-1777

U.S. Healthcare—HMO of New Jersey
Serves: Southeast Pennsylvania
Contact: Pamela Merenda, Manager, Marketing Administration, U.S. Healthcare—HMO of New Jersey, 980 Jolly Road, P.O. Box 1109, Blue Bell, PA 19422—Phone (215) 628-4800

U.S. Healthcare—HMO of Pennsylvania (RI73-52)
Serves: Southeast Pennsylvania
Contact: Pamela Merenda, Manager, Marketing Administration, U.S. Healthcare—HMO of Pennsylvania, 980 Jolly Road, P.O. Box 1109, Blue Bell, PA 19422—Phone (215) 628-4800

***Whittaker Health Services of Pennsylvania, Inc. (RI73-381)**
Serves: Greater Pittsburgh area
Contact: Debra Trachy, General manager, Whittaker Health Services of Pennsylvania, Inc., 3 Gateway Center, 6th Floor, South, Pittsburgh, PA 15222—Phone (412) 765-0500

PUERTO RICO

SSS Plan (RI73-16)
Serves: Puerto Rico
Contact: Mrs. Maria C. Moscoso, SSS Plan, International Charter Building, 431 Ponce de Leon Avenue, Hato Rey, PR 00918—Phone (809) 764-8030

RHODE ISLAND

Blackstone Valley Medigroup (RI73-148)
Serves: The towns of Lincoln, Cumberland, Central Falls and the City of Pawtucket, Rhode Island
Contact: Elaine Walters, Blackstone Valley Medigroup, 444 Westminster Nall, Providence, RI 02901—Phone (401) 272-8500 Ext. 5454

Ocean State Physicians Health Plan (RI73-173)
Serves: The entire state of Rhode Island and parts of Bristol and Suffolk counties in southern Massachusetts
Contact: Edward A. Perry, Director of Marketing, Ocean State Physicians Health Plan, 475 Kilvert Street, Warwick, RI 02886—Phone (401) 737-6900

RHODE ISLAND—Continued

Rhode Island Group Health Association (RI73–23)
Serves: Rhode Island and adjacent eastern Massachusetts area
Contact: Edna Boyes, Rhode Island Group Health Association, Two Davol Square, Providence, RI 02903—Phone (401) 421–4410

SOUTH CAROLINA

Companion HealthCare (RI73–208)
Serves: Columbia (Midlands Region), Charleston (Coastal Region), and Greenville (Piedmont Region) in South Carolina
Contact: Betty Wright, Companion Healthcare, 300 Arbor Lake Dr., Suite 800, Columbia, SC 29260—Phone (803) 798–3466 Pbx 2455

HealthAmerica Corporation of South Carolina (RI73–180)
Serves: Greenville, South Carolina area
Contact: Molly Snyder, HealthAmerica of South Carolina, 2320 East North Street, Greenville, SC 29606—Phone (803) 233–7437

***HCA Care of South Carolina (RI73–375)**
Serves: Coastal South Carolina
Contact: J. Bradley Richardson, Executive Director, HCA Care of South Carolina, Inc., 9304 Medical Plaza Drive, Charleston, SC 29418—Phone (803) 572–0800

***Pru Care of Charlotte (RI73–340)**
Serves: York County, South Carolina
Contact: Anita Strauss-LaRowe, Group Representative, Pru Care of Charlotte, 2100 Rexford Road, Suite 320, Charlotte, NC 28211—Phone (704) 365–6070

***Whittaker Health Services of South Carolina, Inc. (RI73–383)**
Serves: Charleston area
Contact: Mr. John Pinkney, General Manager, Whittaker Health Services of South Carolina, Inc., 24 Market Street, #210 Charleston, SC 29401—Phone (803) 723–7835

TENNESSEE

***HCA Care of Tennessee, Inc. (RI73–356)**
Serves: The Nashville and Chattanooga areas
Contact: Wayne S. Bryant, Vice President, District Operations, HCA Care of Tennessee, Inc., Two Maryland Farms, Suite 240, Brentwood, TN 37027—Phone (615) 373–9342

PruCare of Memphis (RI73–122)
Serves: Shelby County, Tennessee
Contact: Marcia Bond, Group Representative, PruCare of Memphis, 845 Crossover Lane, Suite 220, Memphis, TN 38117—Phone (901) 766–7908

PruCare of Nashville (RI73–92)
Serves: Cheatham, Davidson, Robertson, Rutherford, Sumner, Williamson and Wilson Counties, Tennessee
Contact: Ginger T. Busby, Marketing Representative, PruCare of Nashville, Suite 200, 227 Frenen Landing Drive, Nashville, TN 37228—Phone (615) 248–7175

***Whittaker Health Services of Tennessee, Inc. (RI73–388)**
Serves: Knoxville area
Contact: Bill Molini, General Manager, Whittaker Health Services of Tennessee, Inc., 408 Cedar Bluff Road, Suite 500, Knoxville, TN 37923—Phone (615) 690–6767

TEXAS

Central Texas Health Plan (RI73–198)
Serves: Bastrop, Burnet, Lee, Travis and Williamson Counties, Texas
Contact: Charles Gardner, Director Marketing, Central Texas Health Plan, 3307 Northland Drive, Suite 300, Austin, TX 78731—Phone (512) 454–6771

CIGNA HealthPlan of Texas, Inc.—Dallas (RI73–119)
Serves: All of Dallas county and parts of Tarrant, Collin, Denton, Ellis, Kaufman and Rockwall Counties
Contact: Sally Cochran, Manager of Client Services, CIGNA HealthPlan of Texas, Inc.—Dallas, 4975 Preston Park Boulevard, #500, Dallas, TX 75075—Phone (214) 964–2041

CIGNA HealthPlan of Texas, Inc.—Houston (RI73–124)
Serves: Harris County and parts of Brazoria, Fort Bend, Galveston, and Montgomery Counties
Contact: Fred Scaggs, Account Executive, CIGNA HealthPlan of Texas, Inc.—Houston, 5718 Westheimer, Suite 1475, Houston, TX 77057—Phone (713) 266–4418

***Coastal Bend Health Plan (RI73–299)**
Serves: Corpus Christi area
Contact: Richard Galen, Marketing Director, Coastal Bend Health Plan, Inc., 2502 Morgan, Corpus Christi, TX 78404—Phone (512) 887–0101

HealthAmerica Corporation of Texas (RI73–70)
Serves: San Antonio, Texas
Contact: Marketing Department, HealthAmerica Corporation of Texas, 4499 Medical Drive, San Antonio, TX 78229—Phone (512) 696–2010

Humana Health Plan of Corpus Christi (RI73–237)
Serves: Corpus Christi, Texas area
Contact: Javier Colmenoro, Humana Health Plan of Corpus Christi, 3301 S. Alameda, Suite 506, Corpus Christi, TX 78411—Phone (512) 854–8955

***Humana Health Plan of Dallas (RI73–369)**
Serves: Greater Dallas-Fort Worth area
Contact: William C. Harlow, Market Sales Manager, Humana Health Plan of Dallas, 1603 LBJ Freeway, Suite 820, Dallas, TX 75234—Phone (214) 247–6992

***Humana Health Plan of Houston (RI73–370)**
Serves: Greater Houston area
Contact: Brad Hall, Market Sales Manager, Humana Health Plan of Houston, 2616 South Loop West, Suite 270, Houston, TX 77054—Phone (713) 661–6858

Humana Health Plan of San Antonio (RI73–236)
Serves: The San Antonio, Texas area
Contact: Andy Corbin, Humana Health Plan of San Antonio, 70 N.W. Loop 410, San Antonio, TX 78216—Phone (512) 366–4502

Kaiser Foundation Health Plan of Texas (RI73–63)
Serves: Dallas/Forth Worth, Texas
Contact: Stacy Metcalf, Enrollment Secretary, Kaiser Foundation Health Plan of Texas, 12720 Hillcrest, Suite 600, Dallas, TX 75230—Phone (214) 458–5054

Maxicare North Texas, Inc. (RI73–245)
Serves: Denton County, and parts of Collin, Dallas and Tarrant Counties, Texas
Contact: Tammy Truxillo, Marketing Director, Maxicare North Texas, Inc., 122 W. Carpenter Freeway, Suite 200, Irving, TX 75039—Phone (214) 252–1001

TEXAS—Continued

Maxicare Texas, Inc. (RI73-120)
Serves: Houston, Texas (Greater Metropolitan area)
Contact: Michele Wells, Marketing Director, Maxicare Texas, Inc., 6900 Fannin St., Suite 1125, Houston, TX 77030—Phone (717) 797-0125

Mid-Texas Health Plan (RI73-276)
Serves: Bell, Brazoz, Coryell, Falls, McLennon, Milan, Robertson Counties and portions of Grimes, Hamilton, Lampass, and Madison Counties in Texas
Contact: Gene Taylor, Director of Marketing, Mid-Texas Health Plan, 2402 H.K. Dodgen Loop, Suite 207, Temple, TX 76501—Phone (817) 778-5233

PruCare of Austin (RI73-91)
Serves: Parts of Travis, Williamson, Hays, Bastrop and Caldwell Counties
Contact: Derek M. Rader, PruCare of Austin, 6835 Austin Center Blvd., Austin, TX 78731—Phone (512) 465-6662

PruCare of Houston (RI73-48)
Serves: Houston, Texas (Greater Metropolitan area)
Contact: David Burton, PruCare of Houston, 24 Greenway Plaza, Suite 500, Houston, TX 77046—Phone (713) 993-3709

PruCare of San Antonio (RI73-262)
Serves: Bexar County and portions of Kendall, Comal and Guadalupe Counties
Contact: Glada Adams, Administrative Assistant, PruCare of San Antonio, 613 N.W. Loop 410, Suite 600, San Antonio, TX 78216—Phone (512) 366-1921

Sanus Texas Health Plan—Dallas (RI73-264)
Serves: Dallas/Fort Worth Metroplex
Contact: Larry Lakes, Sanus Texas Health Plan—Dallas, 8600 Freeport Parkway, Suite 3040, Dallas, TX 75063—Phone (314) 929-0376

Sanus Texas Health Plan—Houston (RI73-263)
Serves: Houston Gulf Coast
Contact: Ray Burns, Sanus Texas Health Plan—Houston, 3800 Buffalo Speedway, Suite 230, Houston, TX 77098—Phone (713) 993-9520

Scott and White Health Plan (RI73-102)
Serves: Bell and Coryell Counties, Texas
Contact: Pam Pappas, Scott and White Health Plan, 2401 South 31st Street, Temple, TX 76508—Phone (817) 774-4000

Share Health Plan of Texas (RI73-266)
Serves: Greater Austin area
Contact: David P. McSweeney, President, Share Health Plan of Texas, 3520 Executive Center Drive, Austin, TX 78731—Phone (512) 477-4273

South Texas Health Plan (RI73-277)
Serves: Bexar County and portions of Ataseosa, Bandera, Medina and Wilson Counties in Texas
Contact: Nancy Mehl, Director of Marketing, South Texas Health Plan, 8202 N. Pan Am Expressway, Suite 300, San Antonio, TX 78239—Phone (512) 650-0841

United Medical Plan of Texas, Inc. (RI73-271)
Serves: Metropolitan Houston, Texas
Contact: Ms. Terri Garrison, Vice President, Marketing, United Medical Plan of Texas, Inc., 1500 Post Oak Blvd., Suite 1500, Houston, TX 77056—Phone (713) 623-0244

TEXAS—Continued

***Whittaker Health Services of Austin, Inc.** (RI73-351)
Serves: Greater Austin area
Contact: Judi Maumee, Whittaker Health Services of Austin, 1701 Sirectors Boulevard, Austin, TX 78744—Phone (512) 441-6667

***Whittaker Health Services of Texas—Houston** (RI73-352)
Serves: Greater Houston area
Contact: Wilma Anderson, Vice President and General Manager, Whittaker Health Services of Texas—Houston Division, 2000 Post Oak Boulevard, Suite 1650, Houston, TX 77056—Phone (713) 622-6667

***Whittaker Health Services of Texas—San Antonio** (RI73-353)
Serves: San Antonio area
Contact: Ronald Rice, Marketing Director, Whittaker Health Services of Texas—San Antonio Division, 9901 IH-10 West, Suite 300, San Antonio, TX 78230—Phone (512) 699-6060

UTAH

FHP, Inc. (RI73-18)
Serves: Portions of Los Angeles and Orange Counties, California, the Island of Guam; Salt Lake and Davis Counties and portions of eight counties of the Ogden/Salt Lake City area, Utah
Contact: LeRoy Billings, Director of Marketing, FHP, Inc., 448 South, 400 East, Salt Lake City, UT 84102—Phone (801) 355-9692

Healthwise (RI73-192)
Serves: Salt Lake City, Ogden, Orem, Provo and Tooele areas
Contact: Stacey Ferguson, Account Executive, Healthwise, 2505 Parley's Way, Salt Lake City, UT 84109—Phone (801) 487-4917

***IHC Care** (RI73-318)
Serves: Odgen, Salt Lake City, and Provo, Utah areas
Contact: Zane Holmberg, Plan Development Director, IHC Care, 36 S. State Street, 18th Floor, Salt Lake City, UT 84111—Phone (801) 538-5891

Maxicare Utah, Inc. (RI73-182)
Serves: Davis, Salt Lake and Weber Counties in Utah
Contact: Jeff Barth, Marketing Director, Maxicare Utah, Inc., 675 E. Fifth South, Third Floor, Salt Lake City, UT 84102—Phone (301) 532-5743

VERMONT

Community Health Plan (formerly Capital Area Community Health Plan) (RI73-53)
Serves: Albany, New York, adjacent counties Vermont
Contact: Jane Auchincloss, Community Health Plan, 1201 Troy-Schenectady Road, Latham, NY 12110—Phone (518) 783-1864

Multi-Group Health Plan (RI73-101)
Serves: Massachusetts and Southern Vermont
Contact: John Rossetti, Account Executive, Multi-Group Health Plan, 27 Mica Lane, Wellesley, MA 02181—Phone (617) 431-1070

Valley Health Plan (RI73-86)
Serves: Massachusetts and Southern Vermont
Contact: Lisa D. Grant, Enrollment Manager, Valley Health Plan, Inc., P.O. Box 862, Amherst, MA 01004—Phone (413) 256-0151

VIRGINIA

CapitalCare (RI73–196)
Serves: Washington, D.C. Metropolitan area
Contact: Mr. M. Bruce Edwards, Director of Marketing, CapitalCare, 1235 Jefferson Davis Highway, Suite 1105, Arlington, VA 22202—Phone (703) 979–2273

CHOICE D.C. (RI73–141)
Serves: Metropolitan Washington, D.C. area
Contact: Fran McGhee, Choice HealthCare Plan, 8615 Westwood Center Drive, Vienna, VA 22180—Phone (703) 790–5020

***CHOICE—Richmond (RI73–293)**
Serves: Greater Richmond, Virginia area
Contact: Beverly Bouzek, CHOICE Healthcare Plan, Commerce Center Park, 2812 Emerywood Parkway, Richmond, VA 23229—Phone (804) 281–7366

The George Washington University Health Plan, Inc. (RI73–46)
Serves: Metropolitan Washington, D.C.
Contact: Pamela Schoaff, The George Washington University Health Plan, Inc., 1901 Pennsylvania Ave., N.W., Suite #600, Washington, D.C. 20006—Phone (202) 676–4221

Group Health Association (RI73–8)
Serves: Washington, D.C., and eight surrounding counties
Contact: Michele Deverich, Acting Director of Marketing, Group Health Association, 4301 Connecticut Avenue, N.W., Washington, D.C. 20008—Phone (202) 364–7400

HealthAmerica Virginia, L.P. (RI73–228)
Serves: Hampton Roads, Virginia
Contact: David P. Hunsaker, Director, Sales and Marketing, HealthAmerica Virginia, L.P., 838 Poplar Hall Drive, Norfolk, VA 23502—Phone (804) 466–8484

HealthPlus, Inc. (RI73–67)
Serves: Washington, D.C., and surrounding counties in Virginia
Contact: Douglas C. Hoffman, Marketing Director, HealthPlus, Inc., 6611 Kenilworth Avenue, Riverdale, MD 20737—Phone (301) 277–6520

HMO PLUS (RI73–235)
Serves: Cities of Norfolk, Virginia Beach, Portsmouth, Chesapeake and Richmond
Contact: Susan M. Turner, HMO Plus, 2201 West Broad Street, Richmond, VA 23220—Phone (804) 254–3833

Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc. (RI73–47)
Serves: Metropolitan Washington, D.C., Metropolitan Baltimore, MD
Contact: John Mathewson, Group Relations Representative, Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., Kaiser Permanente, P.O. Box 9583, Washington, D.C. 20016—Phone (202) 364–3434

M.D. IPA—The Quality Care Health Plan (RI73–100)
Serves: Metropolitan Washington, D.C., Maryland and Virginia areas
Contact: Andrea Stillman, M.D.IPA-The Quality Care Health Plan, 451 Hungerford Drive, Suite 700, Rockville, MD 20850—Phone (301) 294–5082

Network Health Plan (RI73–250)
Serves: Northern Virginia and Washington, D.C.
Contact: Deborah J. Kloc, Health Plan Representative, Network Health Plan, 8550 Lee Highway, Suite 600, Fairfax, VA 22031—Phone (703) 849–8800

VIRGINIA—Continued

Optima Health Plan (RI73–253)
Serves: Hampton Roads Virginia area
Contact: Elaine Hall, Marketing Secretary, Optima Health Plan, 18 Koger Executive Center, Suite 118, Norfolk, VA 23502—Phone (804) 466–6400

***Physicians Care (RI73–331)**
Serves: Northern Virginia
Contact: Ken Lewis, Director of Marketing, Physicians Care, 1700 North Moore Street, Arlington, VA 22209—Phone (703) 525–0602

PruCare of Richmond (RI73–132)
Serves: Cities of Richmond, Colonial Heights, Hopewell, Petersburg, Fredericksburg, Williamsburg and surrounding counties
Contact: Madeleine M. Curle, PruCare of Richmond, 1000 Chinaberry Boulevard, Richmond, VA 23225—Phone (804) 323–0900

***Southern Health Services (RI73–348)**
Serves: Central Virginia
Contact: Judy Thomas, Account Executive, Southern Health Services, 2812 Emerywood Parkway, Suite 114, Richmond, VA 23229—Phone (804) 282–2500

United Medical Plan of Virginia, Inc. (RI73–270)
Serves: Central and Southeastern Virginia
Contact: United Medical Plan of Virginia, Inc., 4202 Park Place, Court, Suite A, Glen Allen, VA 23060—Phone (804) 747–9595

Whittaker Health Services (RI73–218)
Serves: Tidewater Communities of Virginia
Contact: Health First, Whittaker Health Services, Suite 720, 100 W., Plume Street, Norfolk, VA 23510—Phone (804) 622–6711

WASHINGTON

***AmeriCare of Washington (RI73–287)**
Serves: State of Washington
Contact: Jeanie Phillips, AmeriCare of Washington, 1975 112th Avenue, NE, Suite 100, Bellevue, WA 98004—Phone (206) 451–8063

Group Health Cooperative of Puget Sound (RI73–12)
Serves: Puget Sound area
Contact: Kathy Jordan, Marketing, Group Health Cooperative of Puget Sound, 221 First Ave. W., Second Floor, Seattle, WA 98119—Phone (206) 326–6016

Group Health of Spokane (RI73–96)
Serves: Spokane County, Washington, and part of Kootenai County, Idaho
Contact: Bill Wallace, Director of Marketing, Group Health of Spokane, West 1500 4th Avenue, Spokane, WA 99204—Phone (509) 838–9100

***HealthAmerica—Washington (RI73–308)**
Serves: Puget Sound and Spokane areas
Contact: Lynn Cuff, HealthAmerica, 1100 Olive Way, Suite 1370, Seattle, WA 98101—Phone (206) 624–5333

HealthPlus (RI73–162)
Serves: Puget Sound and Spokane areas in Washington
Contact: Diana Owen, Account Executive, HealthPlus, P.O. Box 2113, Seattle, WA 98111—Phone (206) 771–3108

WASHINGTON—Continued

Kaiser Foundation Health Plan of the Northwest (RI73–4)
Serves: Portland-Vancouver-Salem-Longview
Contact: Joann Tower, Kaiser Foundation Health Plan of the Northwest, 3600 N. Interstate Avenue, Portland, OR 97227—Phone (503) 280–2050

Kipsap Physicians Service (RI73–51)
Serves: Kitsap, Mason and Jefferson Counties in Washington
Contact: Margaret Turnley, Contract Coordinator, Kitsap Physicians Service, 400 Warren Avenue, P.O. Box 339, Bremerton, WA 98310—Phone (206) 377–5576 Ext. 251

Medical Service Bureau of Idaho (RI73–11)
Serves: The State of Idaho and Asotin and Garfield Counties in Washington
Contact: Sue Peck, Executive Secretary, Medical Service Bureau of Idaho, 1602 21st Ave., Lewiston, ID 83501—Phone (208) 746–2671

National Hospital Association (RI73–13)
Serves: Oregon, Washington, Idaho
Contact: Gunther Hoffmann, Manager, Federal Plans, National Hospital Association, 400 S.W. Sixth Avenue, P.O. Box 4107, Portland, OR 97204—Phone (503) 222–0399

***Northwest AmeriCare Health Plan** (RI73–327)
Serves: Clark County
Contact: Bob Melton, Northwest AmeriCare, 4800 SW Macadam Avenue, Suite 305, Portland, OR 97201—Phone (503) 222–5217

***Pacific Health** (RI73–329)
Serves: Puget Sound
Contact: Jennifer Hall, Enrollee Representative, Pacific Health, 401 Second Avenue South, Suite 300, Seattle, WA 98104—Phone (206) 326–4645

***PacifiCare of Oregon, Inc.** (RI73–362)
Serves: Clark County
Contact: Kris Lloyd, Marketing Coordinator, PacifiCare of Oregon, Inc., 7360 SW Hunziker, Suite 200, Tigard, OR 97223—Phone (503) 620–9324

***Personal Health of Puget Sound** (RI73–330)
Serves: The Seattle area
Contact: Paul N. Jacobson, Executive Director, Personal Health of Puget Sound, 200 Broadway, 3rd Floor, Seattle, WA 98122—Phone (206) 682–6288

***The Good Health Plan** (RI73–347)
Serves: Greater Vancouver area
Contact: Nancy Fuhrman, Marketing Director, The Good Health Plan, 500 NE Multnomah, Suite 700, Portland, OR 97232—Phone (503) 231–8098

***Virginia Mason MedCenters** (RI73–350)
Serves: Greater Seattle area
Contact: Jeff Paxton, Director of Sales and Marketing, Virginia Mason MedCenters, IBM Building, 1200 Fifth Avenue, Suite 1919, Seattle, WA 98101—Phone (206) 223–8844

Washington Physicians Service (RI73–6)
Serves: Washington State, except Kitsap, Yakima, Mason and Jefferson Counties
Contact: Carol Johnson, Manager, Marketing Services, Washington Physicians Service, 2401 4th Avenue, Suite 600, Seattle, WA 98121—Phone (206) 443–6384

WISCONSIN

***CHOICE—Milwaukee** (RI73–292)
Serves: Greater Milwaukee area
Contact: Ms. Adele Kaferly, CHOICE Healthcare Plan, 3077 North Mayfair Road, Milwaukee, WI 53222—Phone (414) 257–3636

COMPCARE Health Services Insurance Corporation (RI73–22)
(One brochure for all of the following:)
Serves: The Appleton/Neenah/Menasha area; the Eau Claire area; the LaCrosse area; and other parts of Wisconsin
Contact: Peter Malone, Sales Representative, COMPCARE Health Services Insurance Corporation, 2901 W. Beltline Highway, Suite 104, Madison, WI 53713—Phone (608) 273–8040

Coordinated Health Care, Inc. (RI73–174)
Serves: Minnesota and Wisconsin Twin Cities area
Contact: Marge Crain, Coordinated Health Care, Inc., Suite 220, 17 West Exchange Street, St. Paul, MN 55102—Phone (612) 292–0860

Dean Care HMO (RI73–189)
Serves: Dane, Columbia, Dodge, Grant, Green, Green Lake, Iowa, Jefferson, Juneau, Lafayette, Marquette, Richland, Rock, Sauk and Walworth Counties in Wisconsin
Contact: Kathy Hanko, Marketing Services, Dean Care HMO, 6515 Grand Teton Plaza, P.O. Box 56099, Madison, WI 53705—Phone (608) 833–7300

Family Health Plan (RI73–81)
Serves: The Greater Milwaukee, Wisconsin area
Contact: Stan Lapidos, Manager-Government Programs, Family Health Plan, 12500 W. Bluemound Road, Elm Grove, WI 53122—Phone (414) 786–0330

Greater Marshfield Community Health Plan (RI73–38)
Serves: The Greater Marshfield area in Wisconsin
Contact: Judy Gray, Manager, Alternate Delivery Systems, Greater Marshfield Community Health Plan, 2901 W. Beltline Highway, Suite 104, Madison, WI 53713—Phone (608) 273–8040

Group Health Cooperative of South Central Wisconsin (RI73–61)
Serves: Madison, Wisconsin and the surrounding areas
Contact: Judith Anderson, Marketing Department, Group Health Cooperative of South Central Wisconsin, One South Park Street, Madison, WI 53593—Phone (608) 251–3356

***HMO of Wisconsin** (RI73–317)
Serves: Southern and Central Wisconsin
Contact: Debbie Tourdot, Customer Services, HMO of Wisconsin, 576 Third Street, Prairie du Sac, WI 53578—Phone (608) 643–2491

Maxicare Wisconsin (RI73–179)
Serves: The counties of Milwaukee, Washington, Waukesha, Ozaukee, Calumet, Sheboygan, Manitowoc, Waupaca, Outagamie, and Winnebago in Wisconsin
Contact: Paul Sommers, Marketing Director, Maxicare Wisconsin, 733 N. Van Buren St., Milwaukee, WI 53202—Phone (414) 271–6371

Medcenters Health Plan (RI73–137)
Serves: Metropolitan area of Minneapolis-St. Paul Minnesota
Contact: Kathryne Smaagaard, Account Representative, 4951 Excelsior Boulevard, Minneapolis, MN 55416—Phone (612) 927–3544

WISCONSIN—Continued

Medical Associates HMO (RI73–248)
Serves: Northeast Iowa, Northwest Illinois, Southwest Wisconsin
Contact: Terry J. Kane, Marketing Representative, Medical Associates HMO, One Dubuque Plaza, Suite 230, Dubuque, IA 52001
Phone (319) 556–8070

***Midelfort Clinic Health Plan** (RI73–325)
Serves: West and Central Wisconsin
Contact: Midelfort Clinic Health Plan, 2620 Stein Boulevard, Eau Claire, WI—Phone (715) 832–3235

***Physicians Plus HMO** (RI73–338)
Serves: The greater Madison, Wisconsin
Contact: Stephen P. Rudolph, Product Manager, Physicians Plus HMO, 1717 W. Broadway, P.O. Box 8190, Madison, WI 53708—Phone (608) 221–4711 Ext. 306

Q Care Plan (RI73–167)
Serves: Buffalo, Crawford, Jackson, Juneau, LaCrosse, Monroe, Richland, Trempealeau and Vernon Counties in Wisconsin
Contact: Dennis Fahey, Director, Q Care Plan, 1717 W. Broadway, Madison, WI 53708–8190—Phone (608) 221–4711

WISCONSIN—Continued

Samaritan Health Plan (RI73–172)
Serves: Kenosha, Racine, West Bend, Greater Milwaukee area
Contact: Riley Enright, Marketing Representative, Samaritan Health Plan, 1101 N. Market St., Milwaukee, WI 53202—Phone (414) 277–9000

***SelecCare** (RI73–346)
Serves: The greater Madison, Wisconsin area
Contact: Dennis Fahey, Director, SelecCare, 1717 W. Broadway, Madison, WI 53708—Phone (608) 221–4711

***Wisconsin Health Organization** (RI73–367)
Serves: Southeastern Wisconsin
Contact: Pam Mecikalski, Sales Representative, Wisconsin Health Organization, 2350 W. Villard Avenue, Suite 205, Milwaukee, WI 53209–5080—Phone (414) 527–9950

WYOMING

***HMO Wyoming** (RI73–316)
Serves: Cheyenne area
Contact: Sue Humphrey, Manager, HMO Wyoming, 4000 House Avenue, Cheyenne, WY 82003—Phone (307) 637–4466

COMPREHENSIVE PLAN ENROLLMENT

Health Plan Code	Health Plan Title	Total Employees
BU	CA—Bay Pacific Health Plan	303
B1	AZ—CIGNA Health Plan of Arizona, Inc., Tucson.	368
CB	CA—Island Health Plan	65
CC	CA—IPM (Institute for Preventive Medicine).	204
CD	CA—Lifeguard Health Plan	213
CF	CA—Heals—The Personal Care Physician Health Plan.	192
CM	CA—Maxicare—Southern California.	390
CN	CA—NHA Foundation for Medical Care Plan.	32
CP	CA—Health America of California	191
CQ	CA—Pacificare, Inc	128
C6	CA—Foundation Health Plan	527
C7	CA—Generalmed	153
C9	CA—Group Health Service Plan, Healthcare.	28
DD	CO—Peak Health Plan	210
DK	CT—Healthcare, Inc	341
DM	CT—Kaiser Foundation Health Plan of Connecticut, Inc.	145
DN	CT—Connecticare, Inc	448
DP	CT—Physicians Health Service	603
D6	CO—Comprecare Health Plan	1198
EH	FL—Prucare of Orlando	58
EJ	FL—CIGNA Health Plan of Florida, Inc., Tampa.	146
EK	FL—CIGNA Health Plan of South Florida, Inc., Miami.	83
EM	Florida Av-Med Health Plan	263
EN	Florida CIGNA Health Plan of Florida, Inc., Orlando.	72
EP	Florida Health America of Fort Lauderdale.	42
ER	Florida HMO of Florida, Inc	717
ES	Florida South Florida Group Health, Inc.	87
ET	FL—Comprehensive American Care, Inc.	114
EW	GA—Georgia Medical Plan	312
EX	GA—Health America of Atlanta	167
EZ	GA—Prucare of Atlanta (Prudential Health Care Plan).	258
E1	DC—Choice Health Care Plan	156
E3	DC—Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., Baltimore.	599
F5	DC—George Washington University Health Plan.	267
FP	IL—Shore Health Plan of Illinois, Inc.	54
FV	IL—Maxicare Illinois	266
FX	IL—Carlecare	363
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HA	KS—Kaiser Foundation Health Plan of Kansas City.	65
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HH	KS—Family Health Plan	3
HJ	KS—Health Care Plus of Kansas (Kansas City Svc. Area).	13
HM	KS—HMO Kansas—Capital Area Service Area.	9
HP	KS—HMO Kansas—Central Kansas Service Area.	28
HR	KY—Independence Healthplan of Kentucky.	62
HX	LA—CIGNA HealthPlan of Shreveport/Bossier.	8
HY	LA—HealthAmerica of Louisiana	53
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JA	LA—Maxicare of Louisiana	60
JM/MD	HealthAmerica of Maryland	294
JN	MD—Health Plus, Inc.—Maryland	324
JP	MD—IPA—The Quality Care Health Plan.	369
JS	MA—Metro West Health Plan	21
JT	MA—Medical East Community Health Plan.	237
JU	MA—Pilgrim Health Care	513
JV	MA—Fallin Community Health Plan.	404
JX	MA—Lahey Clinic—BC/BS Health Maintenance Plan.	365
JY	MA—Healthway Medical Plan, Inc	260
JZ	MA—Medical West Community Health Plan.	749
KA	MI—Michigan HMO Plans, Inc	433
KC	MI—Independence Health Plan	415
KF	MI—Health Circle	100
KH	MA—Berkshire Health Plan	24
KK	MN—More HMO Plan, Inc	25
KM	MA—Bay State Health Care	228
KO	MA—Multi-Group Health Plan, Inc	345
KP	MA—Montachusett Health Plan	9
KR	MI—Western Michigan Health Care Network.	14
KT	MN—Medcenters Health Plan	373
K1	MA—Valley Health Plan	119
K2	MA—Tufts Associated Health Plan	391
K3	MI—Comprehensive Health Services of Detroit, Inc.	110
K4	MI—Healthplus of Michigan	443
K5	MI—Group Health Service of Michigan.	241
K6	MI—Group Health Plan of Southeast Michigan.	499
K8	MI—Physicians Health Plan of Michigan.	259
LA	AL—Health Maintenance Group of Birmingham.	15
LB	CA—Health Net	568
LC	CA—Takecare	392
LD	MD—Free State Health Plan	324
LE	CT—Community Health Care Plan—Bridgeport.	133
LF	IL—HAP of HMO Illinois, Inc	159
LG	IL—Foundation Program	157
LH	IL—Blackhawk Health Assurance Plan.	226
LJ	LA—Health Management Plan	19
LN	MI—Health Central	136
LP	MN—HMO Minnesota	201
PS	NJ—Medigroup—Mercer, Inc	30
LS	OR—Capitol Health Care	36
LX	MI—Health Care Network	607
LZ	MO—Total Health Care	362
L2	CO—HMO Colorado	87
L4	OH—HMO Health Ohio	473

Health Plan Code	Health Plan Title	Total Employees
MM	MO—Group Health Plan of Greater St. Louis.	721
MP	MO—Maxicare Health Plan of Missouri, Inc.	72
MS	MO—Prime Health	320
M1	MN—Physicians Health Plan of Minnesota.	1,390
M2	MN—Coordinated Health Plan Care, Inc.	104
NA	NE—Health America of Lincoln	28
NF	NE—Share Health Plan of Nebraska.	21
NH	NV—Health Plan of Nevada, LTD, Reno.	27
NM	NV—Health Plan of Nevada, LTD, Las Vegas.	68
NX	NH—Matthew Thornton Health Plan.	201
N3	MO—Health Plan of Mid-America	16
N8	NE—HealthAmerica of Nebraska	8
PA	NJ—Rutgers Community Health Plan.	706
PB	NJ—Southshore HMO	274
PC	NJ—Healthways, Inc	842
Q1	NM—Lovelace Health Plan	638
PS	NJ—Medigroup—Mercer, Inc	30
PT	NM—Health Dimensions/New Mexico.	59
PW	NY—Capitol Area Community Health Plan.	572
PX	NM—New Mexico Health Plan	42
P3	NJ—HMO of New Jersey	2,727
P4	NJ—COMED, Inc	237
P6	NJ—Crossroads Health Plan	240
P8	NJ—Health Care Plan of New Jersey, Inc.	440
P9	NJ—HIP of Greater New Jersey, Inc.	192
QA	NY—Independent Health Association.	295
QB	NY—Health Shield, Inc	92
QE	NY—Prepaid Health Plan	171
QH	NY—Kaiser Foundation Health Plan of the Northeast.	440
QQ	NC—Personal Care Plan	22
QT	NC—Kaiser Foundation Health Plan of North Carolina.	89
QX	ND—CapCare	4
QZ	OH—MaxiCare Ohio	44
Q5	NC—HealthAmerica of North Carolina.	47
Q8	NY—Health Care Plan, Inc	357
RA	OH—Health Maintenance Plan/ Warren—Youngstown.	118
RD	OH—Western Reserve Health Plan	8
RF	OH—Marion, HMO	42
RJ	OH—Western Ohio Health Care Plan.	66
RM	OK—Choice Health Care Plan	6
RR	OK—Prucare of Oklahoma, Inc	119
RS	OK—Prucare of Tulsa	133
RT	OK—Health Care Plus—Oklahoma	33
RW	OK—HMO of Oklahoma	5
RX	OK—TakeCare of Oklahoma (Tulsa).	24
RZ	OR—Eugene Clinic Health Plan	30
R1	OH—HealthAmerica of Ohio Akron Service Area.	12
R2	OH—HealthAmerica of Ohio Cincinnati/Dayton Svc. Area.	12
R3	OH—HealthAmerica of Ohio Columbus Svc. Area.	45
R4	OH—Health One	378
R5	OH—Health Maintenance Plan/ Dayton.	68
R6	OH—HealthAmerica of Ohio—Toledo/Cleveland Service Area.	221
R8	OH—Peak Health Plan of Ohio	168
R9	OH—Physicians Health Plan of Ohio.	84
SD	OR—Select Care	242
SF	PA—HMO of Western PA, Inc	87
SN	PA—Delaware Valley HMO	178
ST	PA—Keystone HealthPlan Lehigh Area.	56
SU	PA—HMO of Pennsylvania	5,220
SW	PA—HealthAmerica of Penn. (Central).	103
S4	PA—Keystone HealthPlan Harrisburg.	80
S9	OR—Physicians Association of Clarkamas County.	199
TA	SC—Health America of South Carolina.	78
TB	TX—Mid Texas Health Plan	13
TW	TX—Central Texas Health Plan	167
TX	TX—Humana—Corpus Christi	35
TZ	TX—Humana—San Antonio	8
T1	RI—Ocean State Physicians Health Plan.	693
UA	TN—Prucare of Nashville	147
UC	TX—MaxiCare North Texas, Inc	44
UD	TX—PruCare of San Antonio	27
UB	TN—Prucare of Memphis	109
UF	TX—Scott and White Health Plan, Inc.	230
UG	TX—CIGNA Health Plan of Texas, Inc., Dallas.	450
UH	TX—CIGNA Health Plan of Texas, Inc., Houston.	94
UK	TX—Kaiser Foundation Health Plan of Texas.	729
UM	TX—Maxicare Texas, Inc	559
UN	TX—Prucare of Austin	310
UP	TX—Prucare of Houston	895
UR	TX—Health America of Texas	187
UW	UT/Maxicare of Utah, Inc	35
UX	UT—Healthwise	54
UZ	TX—Sanus Texas Health Plan (Houston).	22
VR	WA—Group Health of Spokane	81
VT	WA—Kitsop Physicians Service	16
V1	TX—United Medical Plan of Texas, Inc.	16
V2	TX—Sanus Texas Health Plan (Dallas).	91
V4	VA—Whittaker/Norfolk	92
V5	VA—HealthAmerica of Virginia	94
V6	VA—Prucare of Richmond	110
V7	VA—HMO Plus—Norfolk	19
V8	VA—Network Health Plan	120
V9	VA—Optima Health Plan	89
WD	WI—Deancare HMO	359
WF	WI—Q Care Plan	30
WG	WI—Maxicare Health Insurance Co.	86
WH	WI—Family Health Plan	383
WJ	WI—Group Health Cooperative of South Central Wisconsin.	302
WK	WI—Samaritan Health Plan	400
WY	WI—Greater Marshfield Community Health Plan.	114

Health Plan Code	Health Plan Title	Total Employees
W1	WA—Healthplus—Washington	89
W2	VA—United Medical Plan of VA (Hampton Rd. Svc. Area).	21
W3	VA—United Medical Plan of VA (Richmond Svc. Area).	41
W9	WI—CompCare Health Svcs. Eau Claire Svc. Area.	21
11	MN—Share Health Plan	1,022
12	MO—Healthcare Network—Medical Care Group.	561
14	OH—Health Maintenance Plan, Cincinnati.	274
15	NY—BC/BS of Greater New York HMO.	365
16	AZ—CIGNA Health Plan of Arizona, Inc., Phoenix.	1,356
17	IL—Anchor Organization for Health Maintenance.	953
18	KY—Health America of Kentucky—Louisville Service Area.	94
19	KY—Health America of Kentucky—Lexington Service Area.	55
21	NY—Genesee Valley Group Health Association.	323
23	AZ—Health America Tucson	212
24	PA—Central Medical Health Services, Inc.	561
26	PA—Health America of Pittsburgh (GPP).	830
27	PA—The Philadelphia Health Plan	373
28	GU—Health Maintenance Life Insurance Company.	12
49	PA—Health America of Philadelphia.	504
50	DC—Group Health Association	1,617
51	NY—Health Insurance Plan of Greater NY (HIP/HMO).	9,997
52	MI—Health Alliance Plan	1,557
53	MN—Group Health, Inc	3,167
54	WA—Group Health Cooperative of Puget Sound.	2,633
57	OR—Kaiser Foundation Health Plan of the Northwest.	1,984
59	CA—Kaiser Foundation Health Plan, Northern California.	13,808
61	CA—Ross—Loos Medical Group	593
62	CA—Kaiser Foundation Health Plan, Southern California.	17,497
63	HI—Kaiser Foundation Health Plan, Hawaii Region.	323
64	OH—Kaiser Foundation Health Plan of Ohio.	987
65	CO—Kaiser Foundation Health Plan of Colorado.	1,929
66	CA—FHP	970
67	MD—Columbia Medical Plan	124
68	MA—Harvard Community Health Plan.	1,388
69	WI—Compcare Health Service (GPP).	950
70	RI—Righa Health Plan	841
71	CT—Community Health Care Plan, New Haven.	604
75	IL—Michael Reese Health Plan	2,166
76	IL—Union Health Service	175
80	NY—GHI Health Plan	27,192
81	ID—Medical Service Bureau of Idaho.	67
83	WA—Washington Physicians Service.	2,213
84	OR—National Hospital Association Plan.	106
87	HI—HMSA Plan	1,607
88	CO—Rocky Mountain HMO	93
89	PR—SSS Plan—Puerto Rico	2,652

Protect your back
As you raise that sack,
Just bend your knees,
And you'll lift with ease.

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INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21589** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

009567	111073	303775	335597	462061	641267	761316	844008	926903
010051	112311	303817	336010	462177	641271	770010	850049	926911
010059	113080	314544	336011	462208	641281	770475	850050	926921
014300	114092	317120	336018	468041	641283	770526	850441	927143
014390	115835	325124	336023	486031	641291	772072	856010	927289
018164	117126	327060	336026	486034	641293	772197	856027	927331
018188	132115	328117	336042	503167	641301	772250	901091	927399
018193	142153	328148	336092	503170	641307	772265	901121	927403
019033	165038	328149	336158	522005	641318	773031	901467	937038
021064	170091	328159	336168	524064	641333	773033	901489	937099
021282	191436	328166	336284	524066	641354	773034	901518	941270
021330	193129	329073	336285	544200	641364	773035	901569	946075
021388	193139	331621	336304	549052	658136	777101	901588	948032
021486	200417	331633	336360	551195	701502	780030	901614	949030
060033	207016	331688	336365	591180	701558	780031	901634	950141
065080	207074	331782	337027	591190	708280	780033	902207	950145
069208	207089	333312	337151	600029	711084	780049	902361	951229
069343	212237	333759	339002	600073	711253	780055	910201	954090
070548	212238	334033	339012	600501	711315	780056	910204	958133
070550	212244	334110	339307	600613	729034	782226	910210	958144
071496	212272	334216	358150	601239	731263	782278	910213	968178
071567	280039	335007	372231	601241	731301	782298	913365	968209
076085	282221	335024	372256	601604	731348	782335	913441	968215
089083	282242	335043	372257	602011	740011	782342	917531	968220
100832	282246	335078	374091	605417	741383	784118	917650	968221
101015	283134	335088	386012	607115	741399	785090	917680	968227
101035	294138	335098	402245	607571	741401	787309	921362	968229
101117	294159	335144	402253	607599	741420	787327	921492	972188
101118	295059	335145	402278	620012	741485	787391	921507	972290
101161	296108	335146	402281	620013	741507	794130	922059	974045
101298	296141	335167	402308	620019	741537	794195	924096	984071
101338	297009	335198	405060	620020	750029	799155	926616	988018
101454	303443	335200	405066	631185	752519	801017	926647	992032
101525	303583	335204	405067	631300	752523	802512	926660	992171
101673	303592	335214	411001	631337	752572	802516	926758	997107
105062	303601	335215	432132	631349	752607	809028	926765	
109121	303659	335252	441005	641236	752611	809033	926827	
109124	303688	335274	451002	641252	752620	832107	926862	
110028	303734	335553	452302	641253	761021	836100	926874	
111061	303748	335590	454150	641263	761234	841243	926877	

—Marketing Dept., 10-23-86.

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UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
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POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

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Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21591

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

PB 21591—October 30, 1986—40 Pages

Requisitions: Postmarking and Hand Canceling Stamps

New contracts for rubber and steel postmarking and hand canceling stamps have been awarded for Fiscal Year 1987. Ordering procedures are as follows:

Requisition hand canceling and postmarking stamps from the *Eastern Area Supply Center,* using PS Form 1567, *Requisition for Rubber and Steel Stamps.* Wording should be in conformance with the instructions contained in the POSTAL OPERATIONS MANUAL, 43, *Postmark Wording.*

Stamp requirements have been divided among three different contractors. In order to facilitate ordering and processing, U.S. Postal Service facilities are requested to submit a separate Form 1567 for each of the following groups:

Group I 550, 550-Modified, (without killer bars) 552, 570 and 762.
Group II 577B, 579, 602 and 603
Group III 716 and 718-H

Attach to each requisition Form 1567, a preaddressed Permit #10 Label, (Label #41V), showing the specific destination, name, room number, department section, etc., to which items are to be delivered.

Requisitions should be typewritten, or clearly printed. If a clear impression cannot be furnished, indicate the desired wording in the impression block, and correct item in the item block. Consult Publication 24, *Supply Catalog,* for the proper item number and authorized wording.

Do not include any other item, but those listed above, on Requisition Form 1567. Include Finance Number, FEDSTRIP Number and ZIP+4 Code, as well as the name and phone number of the person to whom inquiries may be directed.

Use of the 9-digit ZIP Code on postmarking equipment is unauthorized.

PS Items 500, 502, 502A, 518, 574, 575, and 645-Rubber Line Stamps, are no longer available through the Area Supply Center.

Purchasing authority for these items has been delegated to the Procurement and Materiel Management Service Centers. Direct inquiries concerning the purchase of these items to the appropriate office.

Emergency requirements, due to fire, theft or other catastrophic conditions, only, may be submitted by telephone to the Eastern Area Supply Center. Direct all inquiries regarding this article to: Mrs. Susan Zujkowski, PEN 440-2222, or Commercial (201) 725-2722, Ext. 222.

—Procurement & Supply Dept., 10-30-86.

All Post Offices with Rural Delivery

Rural Carrier Guarantee Period

The upcoming 52 consecutive week guarantee period begins Saturday, November 8, 1986, and ends Friday, November 6, 1987. Postmasters and managers are reminded of the importance of effectively managing the time and attendance of rural carriers and of being familiar with the regulations related to the guarantee period, covered in subchapter 520 of Handbook F-21, *Time and Attendance.* Key provisions are summarized below.

During the guarantee period, rural carriers who are covered under Fair Labor Standards Act section 7(b)(2):

1. Received a guaranteed wage for 2080 hours of actual work.

2. Are paid at the overtime rate for hours actually worked over 2080, up to 2240.

3. If the total hours worked exceed 2240, the section 7(b)(2) agreement is void and section 7(a) applies retroactively to the beginning of the period, i.e., the overtime rate is paid for all hours worked in excess of 40 a week, less overtime already paid.*—Delivery Services Dept., 10-30-86.*

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DEPOSITORY 376

Requisitions: Supplies and Repair Parts

When ordering supplies and repair parts from the area supply centers, submit all requisitions in the larger EP 194 envelopes. This helps eliminate the problem of requisitions becoming cut during the envelope opening process.

—Procurement & Supply Dept., 10-30-86.

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P 1.3:

DM–901 Revision

REGISTERED MAIL

Revise Handbook DM–901, Registered Mail, to update the offices responsible for registered mail operations and procedures. Effective immediately, please make the following pen and ink changes:

120 Description

121 General

Change the last sentence to read, "Additional procedures require specific approval from the Office of Classification and Rates Administration, USPS Headquarters."

* * * * *

320 Receipts

321 Forms

* * * * *

In c., change "Office of Mail Classification" to "Office of Classification and Rates Administration."

* * * * *

430 Hand-To-Hand Receipts

* * * * *

432 When To Use Hand-To-Hand Receipts

c. The declared value of an individual shipment meets the coded value requirement set forth in special instructions issued by Headquarters. (Delete remainder of sentence.)

In d., delete the words "dated January 1, 1978."

440 Bus Service

Change "Regional General Manager Logistics Division" to "Transportation Management Service Center."

450 Air Taxi Service

451 Restrictions

Change "Regional General Manager Logistics Division" to "Transportation Management Service Center."

452 Commercial Air Transportation

Delete the words, "dated March 1,1981."

460 Request for Special Routing

Change "Director, Logistics Division" to "Division Logistics Office."

* * * * *

473 Delayed Returns of Dispatch Receipts

Change the words "district" to "division" in both places.

* * * * *

483 Coded Value Shipments

General instructions on convoy service for registered mail dispatches of coded value which require hand-to-hand receipts are issued by the Manager, Transportation Management Service Center, and are subject to the approval of the Regional Chief Postal Inspector or designated Postal Inspector-In-Charge.

* * * * *

730 Protection

731 All Registered Mail

* * * * *

731.2 Responsibility

Change "General Manager, Accounting and Revenue Protection Division" to "Field Division General Manager or his designee" in the second to the last sentence.

* * * * *

770 Corrections and Exceptions

Delete the word "training" in the second sentence. Change "District and Regional Office" to "Field Division General Manager." Change "Office of Mail Classification, Special Services Division" to "Office of Classification and Rates Administration" and add –5360 to the ZIP Code.

These revisions will be included in a future issue of Handbook DM–901.

—Rates & Classification Dept., 10–30–86.

DOMESTIC ORDER

False Representation. Enforced by Postmaster at city listed.

State/city	Names covered	Product
DC, Washington 20008–9014..	Mailers, P.O. Box 11814	A work-at-home scheme.
DC, Washington 20008–0816..	Headquarters, P.O. Box 11616	A work-at-home scheme.
DC, Washington 20008–0247..	Parks Enterprises, P.O. Box 11047	A work-at-home scheme.
DC, Washington 20008–0957..	Johnson Enterprises, P.O. Box 11757	A work-at-home scheme.

—Judicial Officer, 10–30–86.

DMM Clarification/Revision

PLANT-LOAD REGULATIONS

POSTAL BULLETIN (PB) 21567, 5–22–86 and PB 21570, 6–12–86 contained new plant-load regulations which became effective May 18, 1986. Some customers and postal employees have misunderstood the new preparation requirements for plant-loaded mail and whether they apply to currently authorized plant-load operations. The following explanations and revisions to DOMESTIC MAIL MANUAL (DMM), 154.5 and 154.9 are designed to clarify what the Postal Service and mailers must do to comply with the new requirements.

New DMM section 154.53 is added to provide that the makeup requirements for plant-loaded vehicles are determined according to the destination of the mailing. New DMM 154.54 is added to require that if a plant-load mailing does not meet these preparation requirements, the mailer must either (a) rework the mailing to meet the requirements or (b) transport the mailing at the mailer's expense to another postal facility, designated by the origin postmaster, where the mailing will be accepted and verified.

In order to make a thorough review of all plant-load operations authorized prior to May 18, 1986, the Postal Service will require plant-load mailers to submit a new Form 3815, *Application for Plant-Load Authorization and Worksheet,* (July 1986). The Postal Service then will completely review the plant-load operation to ensure that it meets **all** of the new requirements.

Each of these existing plant-load operations must be completely reviewed for compliance with the new regulations by June 1, 1987. The review of the application and plant-load operation will be the basis for determining whether the plant-load operation should continue to be authorized under the new regulations.

If customers are not in compliance with the regulations after their operations have been reviewed, the mailer will be given an additional 60 days to comply. After the additional 60-day period, the mailer's plant-load operation will again be reviewed for compliance with the requirements. This final review will determine whether the plant-load application will be approved or denied.

New DMM 154.54 does not apply to those plant-load operations approved prior to May 18, 1986, that have not yet been reviewed to determine whether they meet the new requirements. This section only applies to those plant-load operations that have been reviewed and authorized after May 18, 1986. DMM 154.9 is revised to incorporate this explanation.

Customers who wish to apply for a new plant-load authorization MUST comply with all of the requirements in DMM 154, including the DMM 154.54, when the application is approved.

It is important that postmasters, managers of commercial accounts and mailing requirements, and detached mail unit (DMU) employees advise customers with plant-load operations of the new preparation requirements and work closely with them to ensure that mailings are prepared and accepted in accordance with the new regulations.

Included with this notice are copies of revised Forms 3815 and 3815A, *Plant-Load Cost Analysis,* which can be reproduced and used until additional forms are received. These forms are stocked in your area supply center and should be requisitioned only in quantities necessary to serve your needs.

Effective immediately, DMM 154.5, is revised to add 154.53 and 154.54.

154 Plant-Load Operations

* * * * *

154.5 Preparation Requirements for Plant-Loaded Vehicles

* * * * *

.53 Determination of Vehicle MakeUp Requirements. The makeup requirements for plant-loaded vehicles are determined according to the destination of the mailing(s) accepted by the Postal Service at the mailer's plant on a calendar day.

NOTE: The destination of a vehicle does **NOT** determine the preparation requirements for a plant-loaded vehicle.

.54 Corrective Action. If a plant-loaded mailing does not meet the preparation requirements for plant-loaded vehicles as required in 154.51 or 154.52, the *mailer* has the following two options:

a. Rework the mailing so that it complies with the applicable makeup requirements for plant-loaded vehicles as required in 154.51 or 154.52.

NOTE: If the mailing has been verified for presort, mail makeup, and postage payment purposes and accepted as mail at the mailer's plant, and then it is determined that the vehicle preparation requirements have not been met, the mailer must choose this option and rework the mailing. Vehicles will not be dispatched from the plant until the vehicle preparation requirements are met.

b. Transport the mailing at the mailer's expense to a postal facility within the origin service area which has been designated by the origin postmaster and has the capability to process that class of mail. If this option is chosen, all applicable mailing statements must be submitted with the mailing(s). The origin postmaster must notify the designated postal facility in advance that the mailer has chosen to transport the mail at its own expense and will be entering the mailing at that facility. The mailing must be verified at the designated postal facility for proper presort and mail make-up for the class of mail and for postage payment purposes. The designated postal facility will complete the post office portion of the mailing statements after the mailing has been verified and accepted and will return the mailing statements to the origin post office, where postage and fees must be paid.

NOTE: The mailing *cannot* be verified at the mailer's plant, and acceptance of the mailings is dependent upon verification at the designated postal facility.

* * * * *

154.9 Implementation Deadline

.91 New Plant-Load Operations. Plant-load operations authorized on or after May 18, 1986, must comply with all of the requirements contained in 154.

.92 Existing Plant-Load Operations. Plant-load operations authorized prior to May 18, 1986, must be reviewed by June 1, 1987, for compliance with 154 and a decision made whether such operation should continue to be authorized. If a plant-load operation is reviewed and the operation is not in compliance with 154, the mailer has 60 days to comply. The plant-load operation will thereafter be reviewed for compliance and a decision made whether to approve or deny the plant-load operation. DMM 154.54 does not apply to those plant-load operations that have not yet been reviewed to determine whether they comply with 154.

This revision will be included in a future issue of the DMM.

—Rates & Classification Dept., 10–30–86.

IS IT LOCKED?

It only takes a second for both of you

Don't take the chance

LOCK YOUR VEHICLE!

U.S. Postal Service
PLANT-LOAD AUTHORIZATION APPLICATION AND WORKSHEET

1. Request Date

To be completed by Mailer and returned to Local Post Office, or Account Representative (AR)

2. Mailer Name, Address, City, State and ZIP + 4 *(Include Apt./Suite No.)*

3. Person to Contact *(Name)*

4. Title

5. Telephone No. *(Include Area Code)*

6. Dock Height(s)

7. If Dock Has Overhead Extension, State Clearance

8. Operation Hours

9. Operation Days *(Check applicable boxes)*
☐ Sun ☐ Mon ☐ Tue ☐ Wed
☐ Thur ☐ Fri ☐ Sat

10. Permit No.(s) Authorized *(Attach list, if necessary)*
a. b. c.

11. Is optional procedure currently used?
☐ Yes ☐ No

12. Class of Mail and Payment Method for Plant-Load

Payment Method	1st	2nd	3rd	4th	Payment Method	1st	2nd	3rd	4th
a. Precanceled Stamps					d. Meter				
b. Permit Imprint					e. Computerized, Itemized, or Centralized Postage Payment				
c. Official Mail									

13. Mail Profile
(Obtain information for Items a-e from Page 3, Plant Load Authorization Worksheet)

a. Type of Mail *(Check one or more boxes)*
☐ Letter Size ☐ Flat Size ☐ Machinable Parcels ☐ Irregular Parcels ☐ Outsides

b. Frequency of Mailing *(Check one or more boxes)*
☐ Daily ☐ Weekly ☐ Monthly ☐ One-Time ☐ Other *(Explain)*

c. Method of Mailing *(Check one or more boxes)*
☐ Sacks ☐ Pallets ☐ Containers ☐ Bed Loaded ☐ Other *(Explain)*

d. Destination of Mailing *(Check one or more boxes)*
☐ Intra-Service Area ☐ Inter-Service Area

e. Volume of Mailing *(Check one or more boxes)*
☐ 50% of one vehicle by cube or weight ☐ 60% of one vehicle by cube or weight ☐ 2-5 Vehicles ☐ 31-40 Vehicles ☐ 21-30 Vehicles
☐ 11-20 Vehicles ☐ 6-10 Vehicles ☐ Over 41 Vehicles

Comments *(Use separate sheet, if necessary)*

Note: A complete description of Plant Load can be found in Section 154.1 of the Domestic Mail Manual.

PS Form 3815, July 1986 *(Page 1)*

INTER-SERVICE AREA PLANT LOADS REQUEST

Inter-Service Area Plant-Loads are movements from the mailer's plant to a mail processing facility outside the service area of the mailer's plant. Handling at the local post office or local acceptance facility and at least one processing facility is bypassed.

Inter-Service Area Plant-Loads will be granted if the mailer can satisfy one requirement from both the minimum volume and maximum mileage columns and equipment is available. If unable to meet these requirements, the Division will perform a detailed cost analysis or will determine that the volume of plant loaded mail exceeds the mail processing capacity of the local origin postal facility.

Minimum Volume

1. Current and future volume of mail plant loaded is at least 60 percent of a vehicle by weight or cube. Volume is _____ pounds/cube.

   ☐ If Yes, go to number 3.

   ☐ If No, go to number 2.

2. Mailings of two or more mailers located in the same services area are combined to meet minimum volume requirements.

   Total mail volume by weight or cube is _____.

   Mailer's name(s), locations, and volumes *(weight or cube)* to be combined are:

   ☐ If Yes, go to number 3.

   ☐ If minimum volume requirements are not met, go to Form 3815-A, Plant Load Cost Analysis.

Maximum Mileage

3. Mileage from the mailer's plant to the destination postal facility is 275 miles or less and the plant load bypasses origin SCF and at least one ADC, BMC, or ASF.

   ☐ If Yes, provide mileage _____.

   ☐ If No, go to number 4.

4. Mileage from mailer's plant to the destination postal facility is 150 miles or less and the plant load bypasses only the origin SCF.

   ☐ If Yes, provide mileage _____.

   ☐ If No, go to Form 3815-A, Plant Load Cost Analysis.

INTRA-SERVICE AREA PLANT LOADS REQUEST

Intra-Service Area Plant-Loads are movements from mailer's plant to a postal facility that has the post office of the mailer's plant within its service area. Handling at the local post office or local acceptance facility is bypassed. Intra-Service Area Plant Loads will be granted if the mailer can satisfy one requirement from both the minimum volume and maximum mileage columns and equipment is available. If unable to meet these requirements, the Division will perform a detailed cost analysis.

Minimum Volume

1. Current and future volume of mail to be plant loaded is at least 50 percent of a vehicle by weight or cube. Volume is _____ pounds/cube.

   ☐ If Yes, go to number 3.

   ☐ If No, go to number 2.

2. Combined plant-loads of two or more mailer's located in the same service area and verified at the mailer's plant meet minimum volume requirement.

   Total mail volume by weight or cube is _____.

   Mailer's name(s), locations and volume *(weight or cube)* to be combined are:

   ☐ If Yes, go to number 3.

   ☐ If minimum volume requirements are not met, go to Form 3815-A, Plant Load Cost Analysis.

Maximum Mileage

3. Distance from mailer's plant to destination postal facility is 150 miles or less.

   ☐ If Yes, name of destination postal facility and mileage:

   ☐ If No, go to Form 3815-A, Plant Load Cost Analysis.

It is understood that if this application is approved, all applicable postal regulations pertaining to plant-loading, revenue protection, and/or optional procedure must be observed. Also, approval is conditioned on the availability of equipment to transport mail from the mailer's plant.

Combined mailings require signatures of each mailer. Use separate sheet, if necessary. Application submitted by:			
Name	Title	Telephone No. *(Include Area Code)*	Date

PS Form 3815, July 1986 *(Page 2)*

PLANT-LOAD AUTHORIZATION WORKSHEET

(Use separate sheet, if necessary)

A. Volume Data/Per Average Mailing *(To be completed by AR) (Use current and future volume for the proposed plant-load operations)*

1. Average Daily Volume per mailing number of:
   - a. Sacks . . . . . _____
   - b. Pallets . . . . . _____
   - c. Containers . . . . . _____
   - d. Bundles . . . . . _____
   - e. Parcels . . . . . _____
2. Average Daily Weight per unit
   - a. Sacks . . . . . _____
   - b. Pallets . . . . . _____
   - c. Containers . . . . . _____
   - d. Bundles . . . . . _____
   - e. Parcels . . . . . _____
3. Average Daily Weight in pounds per mailing . . . . . _____
4. Average Daily Number of Mailings in one vehicle . . . . . _____

B. Mileage From Mailer's Plant to Destination Postal Facility *(To be completed by AR)*

1. Mailer's Plant-Location and ZIP+4 Code . . . . . _____
2. Destination Postal Facility Locations and ZIP Code . . . . . _____
3. Mileage *(From Item 1 to Item 2)* . . . . . _____
4. By-Passed Facility/Facilities *(Check one or more)* . . . . . _____
   - a. Associate Office . . . . . _____
   - b. Origin SCF . . . . . _____
   - c. Origin BMC . . . . . _____
   - d. ADC . . . . . _____
   - e. Destination BMC . . . . . _____
   - f. Destination SCF . . . . . _____

C. Determining Percent of Vehicle Capacity *(To be completed by TMSC)*

1. Type of vehicle to be used . . . . . _____
2. Capacity of Vehicle . . . . . _____
   - a. Sacks *(number)* in fully loaded vehicle . . . . . _____
   - b. Pallets *(number)* in fully loaded vehicle . . . . . _____
   - c. Containers *(number)* in fully loaded vehicle . . . . . _____
   - d. Bundles *(number)* in fully loaded vehicle . . . . . _____
   - e. Parcels *(brickloaded) (number)* in fully loaded vehicle . . . . . _____
3. Mailer's Average Volume Per Vehicle *(Item A-1 multiplied by Item A-4)* . . . . . _____
4. Percent Capacity of Vehicle Utilized by Plant-Load *(Divide Item 3 by Item 2)* . . . . . _____

Prepared by *(Name)*	AR *(Title)*	Date
Prepared by *(Name)*	TMSC *(Title)*	Date

PS Form **3815**, July 1986 *(Page 3)*

PLANT–LOAD COST ANALYSIS

Instructions

Supplement to Plant-Load Application

This form is to be completed by Postal Officials reviewing the Mailer's Application for Plant-Load. It must accompany the Form 3815, Plant-Load Authorization Application and Worksheet at each level of review and be maintained as a permanent part of the mailer's file.

Part I–Reviewing the Application

Provide mileage or confirm accuracy of mailer's data for type of service required. NOTE: Mileage is determined by referring to current Household Goods Movers Conference Mileage Guide. If mailer is unable to provide mileage, contact TMSC for assistance.

If minimum volume and maximum mileage criteria are met, and if equipment is available or can be obtained, approve application and complete part IV–Revenue Protection and Part V–Action.

If criteria are not met, go to Part II–Cost Analysis.

Part II–Cost Analysis

Step A–Cost Analysis Matrix

Does present and future volume exceed 60 percent of vehicle capacity? ☐ Yes ☐ No If No, go to Step B–Detailed Cost Analysis. If Yes, refer to the matrix below.

The following matrix summarizes a cost-avoidance analysis that demonstrates cost savings to the Postal Service. Using the information confirmed in Part I, determine the percent of vehicle capacity, type of service (intra- or inter-) and facilities by-passed.

Is the mileage of the proposed plant load less than the maximum permissable mileage in the matrix? ☐ Yes ☐ No

If Yes, approve application and complete Part IV–Revenue Protection and Part V–Action.

If No, go to Step B–Detailed Cost Analysis.

COST EFFECTIVE PLANT-LOADS FOR MOVEMENTS LESS THAN INDICATED MILEAGE

Movement	Percent of Capacity				
Type of Plant Load	60%	70%	80%	90%	100%
Intra-Service Area	150	175	200	225	250
Inter-Service Area By-Passing: SCF SCF and BMC	---------- ----------	175 300	200 350	225 375	250 425

Step B—Detailed Cost Analysis

For assistance in completing Part II, contact MSC Director, Finance. If Step B–Detailed Cost Analysis shows a net benefit to the Postal Service, approve the application and complete Part IV–Revenue Protection and Part V–Action. If Step B–Detailed Cost Analysis–does not show a net benefit to the Postal Service, and the movement is inter-service-area, go to Part III–Mail Processing Capacity. If Step B–Detailed Cost Analysis–does not show a net benefit to the Postal Service, and the movement is intra-service-area, deny the application and go to Part V–Action.

	Full Year	Workhours	No. of Trips	Cost Per Hr or Trip	Total Expense
1. Cost With No Plant Load	Clerk				
	Mailhandler				
	PVS Vehicle				
	PVS Driver				
	HCR Costs				
	Other				
	Total				

2. Cost With Plant Load	Clerk				
	Mailhandler				
	PVS Vehicle				
	PVS Driver				
	Postal Equipment				
	HCR Costs				
	Verification Travel				
	Other				
	Total				

(Subtract Item 1 total from Item 2 total) →

*Individual responsible for conducting analysis		
Name	Title	Telephone No. *(Include Area Code)*

Comments

PS Form **3815-A**, July 1986 *(Page 2)*

Part III—Mail Processing Capacity

This part applicable only if:

(a) The mailer has only inter-service-area plant-load movements,

(b) The minimum volume and maximum mileage criteria are not met,

(c) The detailed cost analysis does not show a net benefit to the Postal Service.

The volume of mail to be plant-loaded averages _____ per day. This volume of mail:

☐ Yes ☐ No 1. Exceeds the mail processing capacity of the local origin postal facility.
If "Yes," approve application, go to Part IV, Revenue Protection and Part V, Action.

☐ Yes ☐ No 2. Will result in the volume of mail processed by the local origin postal facility to exceed its mail processing capacity.
If "Yes," approve application, go to Part IV, Revenue Protection and Part V, Action.

☐ Yes ☐ No 3. Can be processed by the local origin postal facility.
If "Yes," deny application and, go to Part V, Action.

Part IV—Revenue Protection
Functions to be performed at Mailer's Plant are

a. Mailability and Classification

☐ (1) Assuring mailability of the mailed matter

☐ (2) Assuring matter is of the class and rate claimed on mailing statements by the mailer

☐ (3) Assuring preparation of mailed matter, i.e. wrapping, packaging, bundling, containerizing, palletizing and sacking criteria conforms to USPS requirements

☐ (4) Performing presort reviews, assuring full compliance with the requirements of the class and rate category of each mailing

☐ (5) Assuring proper labeling of packages, bundles, containers, pallets and sacks

b. Postage Verification

☐ (1) Verifying single piece (or copy) weight

☐ (2) Verifying number of pieces in mailings

c. Computing and Collecting the Appropriate Postage

☐ (1) Verifying mailer's postage computation

☐ (2) Assuring funds are on deposit in mailer's advance deposit account

Above Functions are to be Performed By

(Check one)	Position Title	Hours/Days
☐ Detailed Personnel		
☐ Detached Mail Unit		

State where any functions not checked above will be performed

The detailed personnel or detached mail unit personnel are qualified to perform the above functions. *(See training records to verify qualifications.)*

Postmaster's Signature

Manager, Mailing Requirements, Review and Concurrence

Name	Title	Telephone No. *(Include Area Code)*

Part V—Action					
Office	Approved (√)	Dis-approved (√)	Printed Name and Title	Signature	Date Signed
Review for Completeness *(Local PM)*					
Min. Vol./Max. Mileage Criteria Met or Not Met MSC Manager					
Intra Division Plant-Load *(Field Division Manager)*					
Intra Division Plant-Load *(TMSC Manager) (Coordination Completed)*					
Inter Division Plant-Load *(Origin Field Division Manager)*					
Inter Division Plant-Load *(Origin TMSC Manager)*					
Appeal *(National Plant-Load Committee)*					

Reason for Approval/Disapproval *(Use separate sheet, if necessary.)*

PS Form 3815-A, July 1986 *(Page 4)*

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Copyright material has been deleted, not available for Microfiche Edition.

International Mail Transit Time Survey

The Declaration of Hamburg, adopted by the Hamburg Congress of the Universal Postal Union (UPU), includes a United States-sponsored resolution intended to improve mail service between member countries of the UPU. This resolution has led to a series of periodic international mail transit time surveys between selected countries. The United States and Japan will conduct one of these surveys from November 3 to November 15, 1986.

Each day of the survey, the opening unit at AMF San Francisco will:

1. Randomly select 25 pieces of air LC (letters and cards), 25 pieces of AO (flats), and 25 pieces of CP (parcels) from Japan.
2. Complete the exchange office portion of a Transit Time Card and attach it to the reverse side of each piece of mail (see Exhibits on Page 14).
3. Mark the front of each piece of mail, as shown in the Exhibits, to draw the attention of the delivery unit.
4. Return all pieces with survey cards attached to the mail stream and process normally.

When a delivery unit receives one of these mail pieces, it must:

1. Remove the Transit Time Card and complete two blocks in the delivery office portion: "Date of arrival of the item" and "Date of presentation for delivery or advice to the addressee for correction" (see Exhibits). (Do not complete "Date of arrival of the dispatch note (CP2)".)
2. Mail the card. (It is pre-addressed to the UPU and requires no postage because it is official USPS mail.)—*Mail Processing Dept., 10-30-86.*

New Course Available for Self-Development Training

POSTAL BULLETIN 21562, 4-17-86, announced the availability of self-development training on a phased basis, and outlined the eligibility requirements for such training. Effective immediately, correspondence course #1-100, *Introduction to Postal Supervision,* is available for enrollment on a noncompensable basis for eligible employees. Employees who are interested in taking this course should contact their local Postal Employee Development Center (PEDC) for enrollment procedures.—*Employee Relations Dept., 10-30-86.*

Individual Mobilization Augmentee Positions for Armed Forces Reservists

Are you a U.S. Postal Service employee and a member of the Armed Forces Reserve? If so, the Military Postal Service Agency (MPSA)—the single manager for postal operations within the Department of Defense—is looking for you to fill an Individual Mobilization Augmentee (IMA) position during your two-week annual training period. Officer and enlisted positions are available at MPSA Headquarters in Alexandria, Virginia and at the Joint Military Postal Activities in San Francisco and New York City. Contact your Reserve representative about the IMA Reserve Program. Points of contact at MPSA are Maj. M. Johnson, USMC (Comm (202) 325-9220/AV 221-9220) or Lt. D. Braddy-Burns, USN at (Comm (202) 325-9505/AV 221-9505).

—*Mail Processing Dept., 10-30-86.*

Completion of Money Orders for COD Mail

All postal employees who complete money orders for COD transactions must be aware of the regulations contained in DOMESTIC MAIL MANUAL 914.62, *Issuance of Money Orders.*

COD mailers use the information on money orders, especially the name and address of the addressee as well as the COD number, to reconcile their customer accounts.

When any of these items are missing or are illegible, COD mailers must file claims in order to obtain the necessary information. Consequently, the Postal Service incurs additional costs in processing those claims, costs which could have been avoided if the money order was properly prepared.

—*Rates & Classification Dept., 10-30-86.*

APO Changes

Please make the following change to DOMESTIC MAIL MANUAL (DMM) Exhibit 125.2, *Conditions Applied to Mail Addressed to Military Post Offices overseas.*

APO San Francisco, CA 96202
(Kimpo, Korea)
Active from October 15, 1986 to February 1, 1987
Mailing Restrictions: A, B

All Acceptance Units must be notified of this change.—*Mail Processing Dept., 10-30-86.*

I. FRONT (side to be completed—must face outward when attached to mail)

Fold, then stick (address side inwards)!

To be completed by the office of exchange of destination

Item concerned	[X] LC [ ] AO	[ ] CP
Office of posting: Osaka, Japan	Place of destination: San Diego, CA	Date of posting: 11-4-86
Mail concerned	Forwarding method: [ ] Surface [X] Air	[ ] S.A.L.
Dispatching office of exchange: Tokyo	Country: Japan	Date of dispatch: 11-5-86
Administration(s) of transit: N/A		
Office of exchange of destination: San Francisco	Country: California	Date of arrival: 11-8-86
Date of dispatch to the delivery office (after any customs clearance): 11-9-86		

To be completed by the delivery office

Date of arrival of the item: 11-10-86	Date of arrival of the dispatch note (CP 2): N/A	Date of presentation for delivery or advice to the addressee for collection: 11-11-86

INSTRUCTIONS FOR THE DELIVERY OFFICE

The transmission time of the attached item can be checked by means of this card. Your cooperation will help to improve the world postal service.

Please remove the card, enter the necessary data and send it immediately BY AIRMAIL "ON POSTAL SERVICE" to the address given overleaf.

UPU — CONTROL OF TRANSMISSION TIME

Fold, then stick (address side inwards)!

II. BACK (address for return of card to UPU—must face inwards during control)

UNION POSTALE UNIVERSELLE

SERVICE DES POSTES

LUFTPOST
PAR AVION VIA AEREA

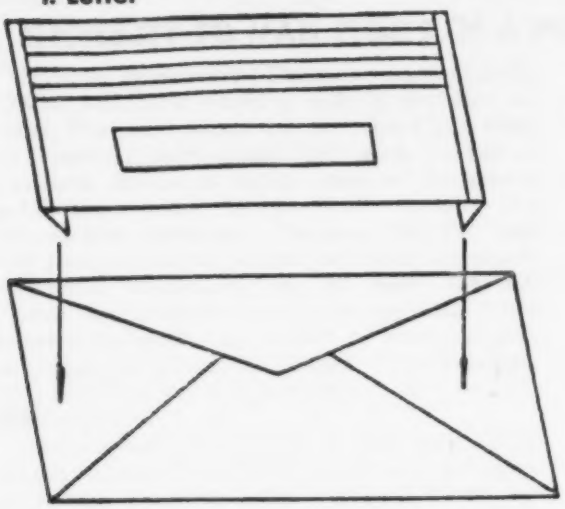
BUREAU INTERNATIONAL
DE L'UNION POSTALE UNIVERSELLE

3000 BERNE 15
SUISSE

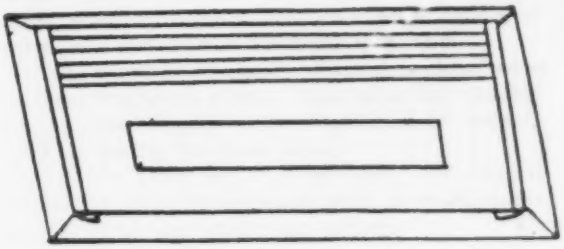
With the aim of constantly improving our service to you, we have checked the time taken to transmit your item. Thank you for your understanding.

Your POSTAL SERVICE

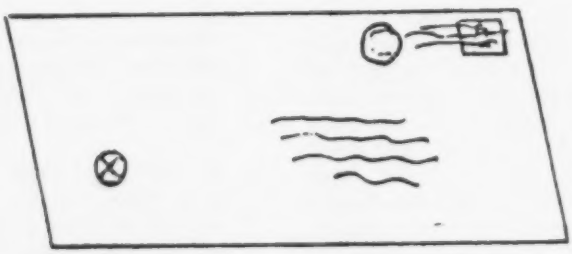
I. Letter



Fold the two adhesive strips back Moisten

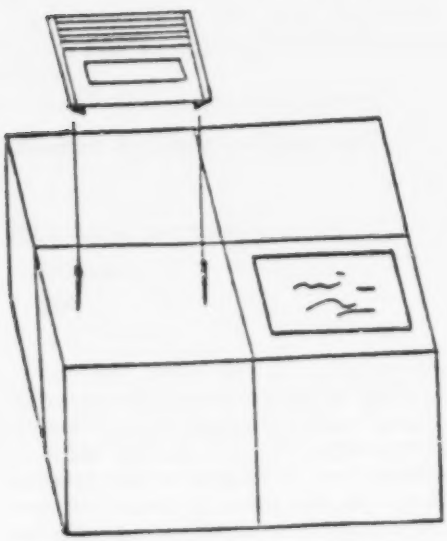


Stick the card on the back of the envelope with the side to be completed facing out

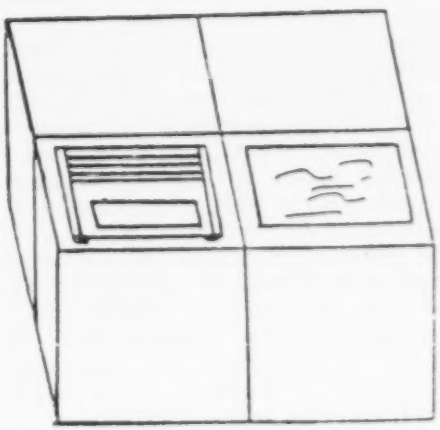


Make a mark on the front of the letter to draw attention to the card in the back

II. Postal parcel or bulky AO item



Fold the two adhesive strips back Moisten



Stick the card near the address on the parcel with the side to be completed facing out

DMM Revision

ELIGIBILITY TO MAIL ISSUES OF A PUBLICATION AT SECOND-CLASS RATES

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 425.226 is added to make it clear that so-called Plus publications that are issued at a regular frequency, such as once each week, but **not** on the same day as a regular issue of the parent publication, must independently qualify for second-class privileges. Sections 441.121 and 444.1 are revised to require publishers to supply additional information on **PS Form 3541-DX,** *Second-Class Certification Form* (see page 18), when a new entry application is filed, or when a change in frequency of issuance is filed if the frequency of a publication will include more than one issue during a week.

The regulations included in this notice completely replace the interim regulations published in POSTAL BULLETINS (PB) 21575, 7-17-86 and PB 21576, 7-24-86.

Summary of Changes

1. In DMM 425, a note is added immediately after 425.225b to indicate when mailers must file PS Form 3541-CX, *Second-Class Certification for Multiple Issues on the Same Day,* with the Postal Service.

2. DMM 425.226 is being added to make it clear that PLUS publications that are issued at a regular frequency, such as once each week, but **not** on the same day as a regular issue of the parent publication, must independently qualify for second-class privileges.

3. DMM 441.12 and 444.1 are being revised to indicate when a publisher must submit PS Form 3541-DX, *Second-Class Certification,* to the Postal Service.

4. DMM Exhibit 447, page 3, is being added to incorporate PS Form 3541-DX, *Second-Class Certification.*

The DMM is revised as follows:

Chapter 4—Second-Class Mail

* * * * *

425.2 Issues and Editions

.22 Issues

.225

* * * * *

Note: See DMM 441.121 and 484 for requirements for filing a certification form to establish eligibility of an *issue* under this section.

.226 An *issue* of a newspaper or other periodical also will be deemed to be a separate publication, for postal purposes, and must independently meet the applicable second-class eligibility qualifications in 421.2 through 421.4 and 422, when the following conditions are met:

a. the *issue* is published at a regular frequency, such as once each week, but **not** on the same day as another regular *issue* of the same publication, and

b. more than 10 percent of the total number of copies of the *issue* are distributed on a regular basis, more frequently than once each month, to recipients that do not subscribe to it, and

c. the number of copies of the *issue* distributed to nonsubscribers is more than twice the number of any other regular issue distributed to nonsubscribers during the same week.

Note: See DMM 441.121 and 444.1 for requirements for filing certification form to establish eligibility of an *issue* under this section.

441.1 Application Forms and Copies Filed

* * * * *

.12 General Publications

.121 Application. An application for a publication which seeks authorization under 422.2 must be filed on Form 3501, *Application for Second-Class Mail Privileges* (pink form), at the post office servicing the known office of publication. The publisher must complete all applicable items on Form 3501. When one-half or more of the total copies distributed are purchased by news agents for resale or are consigned to news agents for sale, postmasters will not accept an application on Form 3501, unless the publisher has completed the application by furnishing all of the information called for by questions 30 and 31. If the frequency of the publication will include more than one issue during a week, Form 3541-DX (see Exhibit 447, page 3) must be completed by the publisher and submitted with Form 3501.

444.1 Change in Title, Frequency, or Office of Publication. An application for reentry must be filed on Form 3510, *Application for Additional Entry or Reentry of Second-Class Publication,* whenever the name, frequency of issuance, location of the known office of publication, or qualification category (see 422) is changed. When the name or frequency of issuance of a publication is changed, a Form 3510 must be filed at the post office of original entry with two copies of the publication showing the new name or frequency. When the frequency is being changed to one that includes more than one issue during a week, Form 3541-DX (see Exhibit 447, page 3) must be completed by the publisher and submitted with Form 3510. When the frequency is being changed to include more than one regular *issue* on any day, Form 3541-CX (see Exhibit 484a) must be completed by the publisher instead of Form 3541-DX and submitted with Form 3510. When the location of the known office of publication is changed, a Form 3510 must be filed at the new mailing

office with two copies of the publication showing the name of the new office as the known office of publication. These copies must be marked to show the percentage of advertising as prescribed in 483. A reentry application need not be filed if the known office of publication is moved to a location served by the same post office. An application for reentry is not required when only the ownership of a publication is changed unless the change disqualifies the publication for an entry which was authorized under 422.3.

These changes will be included in a future issue of the DMM.

—Rates & Classification Dept., 10-30-86.

U.S. POSTAL SERVICE
SECOND-CLASS CERTIFICATION

INSTRUCTIONS

1. Complete this form and attach it to Form 3510, Application for Additional Entry, Reentry, or Special Rate Request for Second-Class Publication, when the frequency of a second-class publication is being changed to one that includes more than one issue during a week.
2. This form must also be submitted with Form 3501, Application for Second-Class Mail Privileges, if the frequency of the publication will include more than one issue during a week.
3. If the data on this form indicate that the issue is a separate publication, the issue may not be mailed at second-class rates under the authorization granted to the publication named in Part A. It must instead independently meet the applicable second-class eligibility qualifications in DMM 421.2 through 421.4 and 422, or be mailed at third- or fourth-class rates (see 425.226).

PART A - TO BE COMPLETED BY PUBLISHER/AGENT

Title of Publication	USPS Number	Date of Issue (Issue with greatest nonsubscriber distribution during the week -- report the figures in 1 & 2 below.)

1. Total number of copies of issue of above date distributed by all modes of distribution. 1._____
2. Total number of copies of above issue distributed to nonsubscribers (See DMM 422.221) 2._____
3. Greatest number of copies of any other single issue of the parent publication distributed to nonsubscribers during same week. 3._____

I certify that the information furnished on this form is correct. _____
(Signature of Publisher/Agent required)

PART B - TO BE COMPLETED BY ENTRY POST OFFICE
(Use the figures furnished by the publisher in PART A)

Post Office and State of Mailing

4. Line 2 divided by line 1 = __._____ X 100 = 4._____%
5. Line 3 x 2 = 5._____

For purposes of determining eligibility to mail at second-class rates

If line 4 is more than 10% AND line 2 is more than line 5, then the issue represented by the figures in PART A, lines 1 and 2, must be treated as a separate publication.

PS Form 3541-DI, September 1986

Exhibit 447 (p. 3) - Form 3541-DI, Second-Class Certification

MAIL CLASSIFICATION CHANGES IN POST OFFICES

This is to alert postmasters to important changes affecting the handling of certain customer requests for our services. These changes stem from the recent reorganization and formation of the Rates & Classification Centers (RCCs). In order to avoid problems and delays in meeting your customer needs, implement these procedures immediately. (*Note:* Field divisions are to perform the work as shown for the Management Sectional Centers (MSCs) with respect to their own direct Associate Post Offices (AOs) and local customers.)

Details will be included in a future issue of the DOMESTIC MAIL MANUAL (DMM).

Some key areas of change are as follows:

1. Permits/Licenses/Fees (Permit imprints, meters, preconcaled stamps).

AO—Issues permits and licenses and ensures mailers pay appropriate fees. Denies applications when warranted. If a denial is appealed, sends appeal along with a recommendation to the Manager, Mailing Requirements, Field Division. Maintains a suspense file of all such appeals referred.

MSC—Same as AO. (Handled by Manager/Supervisor, Mail Classification.)

Division — Manager, Mailing Requirements, rules on appeals received from MSCs and AOs. Notifies mailer and MSC or AO of action taken.

RCC—Rules on appeals of Division decisions pertaining to the Division's local customers. Notifies mailer and the Division. (*Note:* The RCC does not reconsider appeal decisions made by the Division.)

2. Pandering (Form 2150, *Notice for Prohibitory Order Against Sender of Pandering Advertisement in the Mail).*

AO—Furnishes customers with Forms 2150 and provides assistance if needed. Submits completed forms to Manager, Mailing Requirements, Field Division.

MSC—Same as AO. (Handled by Manager/Supervisor, Mail Classification.)

Field Division—Reviews completed Forms 2150 and issues prohibitory order in accordance with DMM 123.63. Maintains a file of actions taken.

3. Optional Procedures.

AO—Reviews applications from mailers. Forwards properly completed applications with a recommendation through the MSC to the Field Division Manager, Mailing Requirements. Administers approved optional procedures agreements consistent with instructions received from RCC.

MSC—Same as AO. (Handled by Manager/Supervisor, Mail Classification.

Field Division—Reviews applications received from AOs and MSCs, conducts cost analyses, and forwards to RCC with recommendation. Monitors program administration within Divisional area.

RCC—Approves or denies applications. Issues *Statement of Understanding* for customer's signature and provides instructions to AO or MSC on revenue protection procedures to be followed. Monitors program administration across Divisions.

4. Special Cancellations (Local).

AO—Refers inquiries to Manager, Mailing Requirements, Field Division. If request is approved, makes arrangements for cancellation. At appropriate time, cancels authorizations and notifies mailers.

MSC—Same as AO. (Handled by Manager/Supervisor, Mail Classification.)

Field Division—Manager, Mailing Requirements approves or denies requests. When an application is denied, forwards any appeals to RCC.

RCC—Rules on appeals of Division decisions pertaining to the Division's local customers. Notifies customers and field offices of decision.

5. Revenue Deficiencies and Refunds.

AO—Makes initial classification decision establishing existence of revenue deficiency. Advises mailer of deficiency and proceeds to collect amount owed. Refers customer appeals to RCC. Refers to Division Controller uncollected deficiencies due to customer refusal, nonresponse, or alleged inability to pay. Makes refunds in accordance with DMM 147.2.

MSC—Same as AO. (Handled by Manager/Supervisor, Mail Classification.)

Field Division—Division Controller collects deficiencies or refers to regional controller or regional counsel. Monitors collection of deficiencies.

RCC—Makes final classification decision on appeals of revenue deficiencies and notifies AO or MSC. Upon request, provides AO or MSC with guidance on applying the regulations involved. Rules on refunds which cannot be processed in accordance with DMM 147.2.

6. Second-Class Original and Additional Entry (Forms 3501, *Application for Second-Class Mail Privileges;* 3501-A, *Application to Mail Publications at Second-Class Rates (news agents and/or foreign);* 3502, *Application for Second-Class Mail Privileges (special rates);* 3510, *Application for Additional Entry or Reentry of Second-Class Publications;* 3511, *Application for Second-Class (Requester) Mail Privileges).*

AO—Reviews applications for proper completion. Verifies lists of subscribers or requesters, if not otherwise done by an MSC team, and forwards applications and supporting documentation to the MSC Manager/Supervisor, Mail Classification. (*Note:* Some Field Divisions may elect to have this review done at the Division level rather than the MSC. In such an event, the Divisions will notify postmasters.) Forwards customer *appeals* of RCC denials back to the RCC. Maintains a suspense file, updates file, and advises publisher upon receipt of final decision. This now will become the official Postal Service file of second-class authorization.

MSC—Manager/Supervisor, Mail Classification, reviews for proper completion applications received from customers and AOs. Verifies lists of subscribers or requesters and forwards applications and supporting documentation to the RCC. Forwards customer *appeals* of RCC denials back to the RCC. Maintains a suspense file, updates file, and advises publisher upon receipt of final decision. This now will become the official Postal Service file of second-class authorization.

Field Division—Will advise postmasters if the Division rather than the MSC is to review files submitted by post offices.

RCC—Approves or denies applications. Advises office of original entry and provides information copy to MSC or Field Division as appropriate. Forwards appeals to Headquarters for final decision and notifies all involved.

7. Second-Class Revocations or Suspension of Privileges.

RCC—Makes initial determination, advises office of original entry and publisher.

8. Special Third-Class (Form 3624, *Application to Mail at Special Bulk Third-Class Rates).*

AO—Reviews for completeness Forms 3624 received from customers. Forwards applications and supporting documents to MSC Manager/Supervisor, Mail Classification for further review. (*Note:* Some Field Divisions may elect to have this review done at the Division level rather than the MSC. In such an event they will notify postmasters.) Forwards customer *appeals* of RCC denials back to the RCC. Maintains a suspense file, updates file, and advises customer of final decision. This will be the official Postal Service file of special third-class authorization.

MSC—Manager/Supervisor, Mail Classification reviews for completeness Forms 3624 received from customers and AOs. Forwards applications and supporting documentation to RCC. Forwards customer *appeals* of RCC denials back to RCC. Maintains a suspense file, updates file, and advises customer of final decision. This will be the official Postal Service file of special third-class authorization.

Field Division—Will advise postmasters if the Division rather than the MSC is to review files submitted by post offices.

RCC—Approves or denies applications. For denials, explains reasons and appeal rights to customer. Advises office of original entry of decision. Forwards appeals to Headquarters and notifies all involved.

Note: A checklist for use in reviewing the completeness of Forms 3624, *Application to Mail at the Special Third-Class Rates,* will be published shortly in the Postal Bulletin.

9. Mailing Requirements.

AO—Provides daily services according to the DMM. Refers requests for difficult mail classification decisions to the MSC Manager/Supervisor, Mail Classification. AOs reporting directly to Field Divisions will refer requests to the Manager, Mailing Requirements.

MSC—Manager/Supervisor, Mail Classification makes initial rulings consistent with DMM; when in doubt, seeks advice of RCC. Refers appeals of rulings to RCC.

RCC—Reviews appeals of decisions and rulings made by field offices and provides final agency decision. Advises AO, MSC, or Division of decision.

10. Mailer's Precancel Postmark (Form 3620, *Permit to Use Precanceled Stamps or Government Precanceled Stamped Envelopes Application).*

AO—Accepts completed Forms 3620 with a specimen mailing piece and forwards to the MSC Manager/Supervisor, Mail Classification. AOs reporting directly to Field Divisions will refer requests to the Manager, Mailing Requirements.

MSC—Approves or denies application. Returns application and specimen mailing piece to AO.

RCC—Rules on customer appeals to MSC denials.—*Rates & Classification Dept., 10–30–86.*

Medical Agreements

PS Form 7314. *Medical Agreement,* has been revised (July 1986) and is available in the supply centers. The form is used for contractual arrangements with doctors, nurses, and clinics. Previously, only regional medical directors were authorized to sign. According to reorganization guidelines, division or other medical officers may now make these agreements. Use PS Form 7380, *Supply Center Requisition,* to requisition an initial supply of the new edition of Form 7314.

The previous edition is obsolete. Begin to use the new form upon receipt.

—*Procurement & Supply Dept., 10–30–86.*

Express Mail International Service—Argentina

The Postal Administration of Argentina has advised that copies of PS Form 5637, **Express Mail Service Leg,** for Custom Designed Service agreements should be sent to:

ENCOTEL, Seccion Puerta a Puerta
2do. Piso, Local 236, C. Central
1000 Buenos Aires
ARGENTINA

This change is effective immediately.

—*Mail Processing Dept., 10–30–86.*

DMM Revision

NEW MIXED STATES LABELING REQUIREMENTS FOR MAILER PREPARED SECOND-, THIRD-, AND FOURTH-CLASS MAIL

Effective November 1, 1986 DOMESTIC MAIL MANUAL (DMM) 464, 667, 767 and Exhibit 122.63 are revised to incorporate new mixed states labeling requirements for mailer prepared sacks of second- and third-class mail prepared at the basic rate, and fourth-class mail prepared as bound printed matter.

Summary of Changes

The new mixed states labeling lists more clearly define the labeling requirements for mailer prepared mixed states sacks. These revisions are expected to improve the handling of mixed states mail by designating specific origin distribution centers for distributing mailer prepared mixed states sacks.

The new requirements allow (as did the former requirements) mixed states sacks to be prepared only after all required sacks (5-digit, 3-digit, state) and optional sacks (city, SCF, and SDC) have been prepared, and there is mail remaining for more than one state. Since there are service benefits in preparing optional sacks, at a minimum, mailers should prepare optional SCF packages and sacks for the originating SCF which serves the post office of mailing. The preparation of mixed states sacks is limited to packages which cannot be placed in sacks with a finer level of sortation as outlined above.

These changes affect only sacked mailings. These new requirements do not affect second-class mailings not prepared in sacks, as authorized by the postmaster in accordance with DMM 462.35, *Exceptions to Sacking.*

Transition Period

A phased transition period is provided: 90 days for third- and fourth-class mailers, and 120 days for second-class mailers. Compliance with the new labeling requirements for mixed states mail becomes mandatory on **January 30, 1987** for third- and fourth-class mail, and **March 1, 1987** for second-class mail. During the transition period mailers may prepare mixed states packages and sacks in accordance with the preparation requirements currently appearing in the DMM, or they may prepare mixed states sacks in accordance with the new regulations.

Note: As a reminder, either the Manager of Mail Classification or Mailing Requirements must review and approve all customer sack label orders.

The DMM is revised as follows:

Chapter 4—Second-Class Mail

464 Preparation Requirements for the Basic Rates (Levels A, D, G, and J)

* * * * *

464.2 Packaging Requirements

.21 Required Package Sortation and Labeling

a. Five-Digit Packages. When there are six or more copies for the same five-digit ZIP Code destination, or five-digit APO or FPO destination, they must be made up into five-digit packages. Packages of fewer than six pieces may be prepared. Mailers are encouraged, but are not required, to affix a red Label D or to place the five-digit optional endorsement line on the top copy of each package. (See 464.24.)

* * * * *

d. Mixed States Packages. If, after all packages have been prepared as outlined above, there are pieces remaining for two or more states, they must be made up into mixed-states packages. A mixed-states white facing slip or the mixed-states optional endorsement line must appear on the top copy of each package. (See 464.24.)

Note: Pieces remaining for one state must be made up into a state package, or any of the required or optional packages dependent on the level of sortation of the mail remaining after all required and optional packages have been prepared. For example, if there are 4 pieces remaining for a 3 digit ZIP Code area, which could not be placed in any of the required or optional packages prepared, those pieces must be packaged together and the appropriate pressure sensitive label must be affixed or the appropriate optional endorsement line must appear on the top copy of each package.

* * * * *

.22 Optional Package Sortation and Labeling

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c. Optional SCF Packages. If, after the required five-digit, optional city, and required three-digit packages have been prepared, there are six or more copies remaining for post offices in an SCF which serves more than one three-digit ZIP Code area, the mailer is encouraged to prepare an SCF package. Packages of fewer than six pieces may be prepared. A green Label 3 or the SCF optional endorsement line must appear on the top copy of each package. (See 464.24.) A list of SCFs serving more than one three-digit ZIP Code area and the three-digit ZIP Code prefixes served by these facilities is shown in Exhibit 122.63d.

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464.3 Sacking Requirements

.31 Required Sack Sortation and Labeling

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d. Mixed States Sacks. Packages remaining for two or more states after state sacks have been prepared must be made up in MIXED STATES sacks. Mixed states sacks must be labeled to designated origin distribution centers. A list of origin distribution centers for processing mixed states mail and their origin entry ZIP Codes is shown in Exhibit 122.63p. Each sack must be labeled in the following manner:

Line 1: Letters "MXD" followed by the city, two-letter state abbreviation and ZIP Code of the origin distribution center as shown in Exhibit 122.63p.

Line 2: Contents (2C or NEWS) followed by the words "MIXED STATES."

Line 3: City and state of the post office of mailing.

Sample:

MXD RICHMOND VA	230
2C MIXED STATES	
LYNCHBURG VA	

Note: The last sack in a mailing may not necessarily be a MIXED STATES sack. For example, if there are 6 pieces remaining for a 3-digit ZIP Code area, which could not be placed in any of the required or optional sacks prepared, those pieces must be placed in a sack and labeled to the 3-digit ZIP Code destination. Equally, the last sack of a mailing could be for any level of sortation and is dependent upon the mail remaining after all required and optional sacks have been prepared. The last sack must be labeled to the appropriate destination depending on the mail for which the sack was prepared. Sacks containing fewer than four packages may be prepared.

Sample:

.32 Optional Sack Sortation and Labeling

* * * * *

b. Optional SCF Sacks. After preparing required five-digit, optional city, and required three-digit sacks, the mailer is encouraged to make up packages remaining for SCFs which serve more than one three-digit ZIP Code area into SCF sacks. Mailers should prepare optional SCF packages and sacks tor the originating SCF which serves the post office of mailing. A list of SCFs serving more than one three-digit ZIP Code area and the three-digit ZIP Code areas served by each is in Exhibit 122.63d. SCF sacks must always contain packages for two or more three-digit ZIP Code areas served by the same SCF. Each sack must be labeled in the following manner:

Line 1: Letters "SCF" followed by the name and state of the SCF and the lowest three-digit ZIP Code prefix served by that SCF.

Line 2: Contents (2C or NEWS).

Line 3: City and state of the post office of mailing.

Sample:

SCF VAN NUYS CA	91300
2C	
BAKERSFIELD CA	

* * * * *

Chapter 6—Third-Class Mail

667 Preparation of Bulk Rate Mailings

667.1 Preparation Requirements for Basic Rate

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.12 Packaging Requirements

.121 Sortation

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b. Mixed States Packages. If after all packages have been prepared as outlined above, there are pieces remaining for two or more states, they must be made up into mixed states packages. A mixed states white facing slip must be attached to each package. **Note:** Pieces remaining for one state must be made up into a state package, or any of the required or optional packages dependent on the level of sortation of the mail remaining after all required and optional packages have been prepared. For example, if there are 8 pieces remaining for a 3 digit ZIP Code area, which could not be placed in any of the required or optional packages prepared, those pieces must be packaged together and the appropriate pressure sensitive label must be affixed.

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.13 Sacking Requirements

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.132 Sortation

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d. Optional SCF Sacks. When, after preparing required 5-digit, optional city, and required 3-digit sacks, there are 125 pieces or 15 pounds of

mail packaged to post offices in the same sectional center facility (SCF) service areas listed in 122.63d, mailers are encouraged to place the packages into SCF sacks. Mailers should prepare optional SCF packages and sacks for the originating SCF which serves the post office of mailing. SCF sacks containing fewer than 125 pieces or less than 15 pounds of mail will NOT be accepted. Each sack must be labeled in the following manner:

* * * * *

Line 1: Name and two-letter State abbreviation of SCF and Lowest 3-digit ZIP Code for that SCF.
Line 2: Contents.
Line 3: Office of Mailing.
Sample:

SCF PHILADELPHIA PA	190
3C FLATS	
BOSTON MA	

Note: A list of all SCFs serving more than one 3-digit ZIP Code area, the first three digits of all ZIP Codes served by these facilities, and the principal 3-digit ZIP Code prefix that is to be used on SCF sack labels is contained in Exhibit 122.63d.

* * * * *

g. Mixed States Sacks. Packages remaining for two or more states after state sacks have been prepared must be made up in MIXED STATES sacks. Mixed states sacks must be labeled to designated origin distribution centers. A list of origin distribution centers for processing mixed states mail and their origin entry ZIP Codes is shown in Exhibit 122.63q or 122.63r, as appropriate. Each sack must be labeled in the following manner:

Line 1: Letter "MXD" followed by the city, two-letter state abbreviation and ZIP Code of the origin distribution center as shown in Exhibit 122.63q or 122.63r, as appropriate.

Line 2: Contents followed by the words "MIXED STATES".
Line 3: Office of Mailing.
Sample:

MXD ST LOUIS MO	630
3C LTRS MXD STATES	
JACKSONVILLE IL	

Note: The last sack in a mailing may not necessarily be a MIXED STATES sack. For example, if there are 10 pieces remaining for a 3-digit ZIP Code area, which could not be placed in any of the required or optional sacks prepared, those pieces must be placed in a sack and labeled to the 3-digit ZIP Code destination. Equally, the last sack of a mailing could be for any level of sortation and is dependent upon the mail remaining after all required and optional sacks have been prepared. The last sack must be labeled to the appropriate destination depending on the mail for which the sack was prepared.

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Chapter 7—Fourth-Class Mail

767 Preparation of Bound Printed Matter

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767.2 Standard Preparation Requirements

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.22 Sortation

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.227 Mixed States Sacks. Pieces remaining for two or more states after state sacks have been prepared must be made up in MIXED STATES sacks. Mixed states sacks must be labeled to designated origin distribution centers. A list of origin distribution centers for processing mixed states mail and their origin entry ZIP Codes is shown in Exhibit 122.63q or 122.63r, as appropriate. Each sack must be labeled in the following manner:

Line 1: Letters "MXD" followed by the City, Two-Letter State Abbreviation and ZIP Code of the origin distribution center as shown in Exhibit 122.63q or 122.63r, as appropriate.

Line 2: Contents
Line 3: Office of Mailing
Sample:

MXD BMC DENVER CO	817
4C IRREG	
ALBUQUERQUE NM 871	

EXHIBIT 122.63p

Originating Mixed States Labeling List for Mailer Prepared Second-Class Publications

Mixed states sacks will be prepared only after all required (5-digit, 3-digit, state) and optional (city, SCF, SDC) sacks have been prepared.

Package Preparation: Mixed states packages must bear a mixed states white facing slip or the mixed states optional endorsement line.

Sack Preparation: Mailers preparing mixed states sacks must label sacks to the following designated origin distribution centers.

The column "Originating ZIP Codes", shown below is defined as the post office where the mail will be entered and postage paid. Locate the ZIP Code range for the post office where the mail will be entered and label the sack to the distribution location identified in the "Label To" column.

ORIGINATING ZIP CODES	ORIGINATING STATE	LABEL TO—
006–009	PR/VI	MXD SAN JUAN PR 006
010–013	MA	MXD SPRINGFIELD MA 010
014–016	MA	MXD WORCESTER MA 014
017, 020–022	MA	MXD BOSTON MA 021
018–019	MA	MXD MIDLSX ESSEX MA 018
023–026	MA	MXD BROCKTON MA 023
027–029	MA/RI	MXD PROVIDENCE RI 028
030–034	NH	MXD MANCHESTER NH 030
035–037, 050–051, 053, 056–059	VT/NH	MXD WHITE RIV JCT VT 050
038–039	NH/ME	MXD PORTSMOUTH NH 038
040–043, 045, 048	ME	MXD PORTLAND ME 040
044, 046–047, 049	ME	MXD BANGOR ME 044
052, 054	VT	MXD BURLINGTON VT 054
060–061	CT	MXD HARTFORD CT 060
062–066	CT	MXD NEW HAVEN CT 064
067	CT	MXD WATERBURY CT 067
068–069	CT	MXD STAMFORD CT 068
070–073	NJ	MXD NORTH JERSEY NJ 07099
074–075, 078	NJ	MXD PATERSON NJ 074
076	NJ	MXD HACKENSACK NJ 076
077	NJ	MXD RED BANK NJ 077
079	NJ	MXD SUMMIT NJ 079
080–084	NJ	MXD SOUTH JERSEY NJ 080
085–087	NJ	MXD TRENTON NJ 085
088–089	NJ	MXD NEW BRUNSWICK NJ 088
100–102, 104	NY	MXD NEW YORK NY 101 PENN TERM (9)
103, 111–112	NY	MXD BROOKLYN NY 112
105–109	NY	MXD WESTCHESTER NY 105
110, 113–116	NY	MXD QUEENS NY 110
117–118	NY	MXD HICKSVILLE NY 117
119	NY	MXD RIVERHEAD NY 119
120–123	NY	MXD ALBANY NY 120
124–127	NY	MXD POUGHKEEPSIE NY 124
128–129	NY	MXD GLEN FALLS NY 128
133–135	NY	MXD UTICA NY 133
130–132, 136	NY	MXD SYRACUSE NY 130
137–139	NY	MXD BINGHAMTON NY 137
140–143, 147	NY	MXD BUFFALO NY 140
144–146	NY	MXD ROCHESTER NY 144
148–149	NY	MXD ELMIRA NY 148
150–168	PA	MXD PITTSBURGH PA 150
169–196	PA	MXD PHILADELPHIA PA 190
197–199	DE	MXD WILMINGTON DE 197
200–205	DC	MXD WASHINGTON DC 200
206–209	MD	MXD SOUTHERN MD 206
210–219, 254, 267	MD/WV	MXD BALTIMORE MD 210
220–223, 226–229, 244	VA	MXD NORTHERN VA 220

ORIGINATING ZIP CODES	ORIGINATING STATE	LABEL TO—
224–225, 230–243, 245	VA	MXD RICHMOND VA 230
246–253, 255–266, 268	WV/VA	MXD CHARLESTON WV 250
270–289, 293, 296–297	NC/SC	MXD GREENSBORO NC 270
290–292, 294–295	SC	MXD COLUMBIA SC 290
298–299, 300–306, 308–319	GA/SC	MXD ATLANTA GA 300
320–329, 334–339, 342	FL	MXD JACKSONVILLE FL 320
330–333	FL	MXD MIAMI FL 330
350–368	AL	MXD BIRMINGHAM AL 350
307, 370–379	TN/GA	MXD NASHVILLE TN 370
380–386, 723	TN/MS/AR	MXD MEMPHIS TN 380
369, 387–397	MS/AL	MXD JACKSON MS 390
400–409, 411–427, 471, 476–477	KY/IN	MXD LOUISVILLE KY 400
430–438, 456–458	OH	MXD COLUMBUS OH 430
439–449	OH	MXD CLEVELAND OH 440
410, 450–455, 459, 470	KY/OH/IN	MXD CINCINNATI OH 450
460–469, 472–475, 478–479	IN	MXD INDIANAPOLIS IN 460
480–497	MI	MXD DETROIT MI 481
500–514, 520–528, 612	IA/IL	MXD DES MOINES IA 500
498–499, 530–539, 541–543, 549	WI/MI	MXD MILWAUKEE WI 530
540, 544–548, 550–567	WI/MN	MXD ST PAUL MN 550
570–577	SD	MXD SIOUX FALLS SD 570
580–588	ND	MXD FARGO ND 580
590–599	MT	MXD BILLINGS MT 590
600–611, 613, 617	IL	MXD CHICAGO IL 606
614–616, 618–639, 654–655	IL/MO	MXD ST LOUIS MO 630
640–653, 656–658	MO	MXD KANSAS CITY MO 640
660–668, 673	KS	MXD KANSAS CITY KS 660
669–672, 674–679, 739	KS/OK	MXD WICHITA KS 670
515–516, 680–693	IA/NE	MXD OMAHA NE 680
700–714	LA	MXD NEW ORLEANS LA 700
716–722, 724–729	AR	MXD LITTLE ROCK AR 720
730–738, 740–749	OK	MXD OKLAHOMA CITY OK 730
750–769, 790–799	TX	MXD DALLAS TX 752
770–789	TX	MXD HOUSTON TX 770
800–816	CO	MXD DENVER CO 800
820–831	WY	MXD CHEYENNE WY 820
832–837, 979, 994	ID/WA	MXD BOISE ID 836
840–847	UT	MXD SALT LAKE CITY UT 840
850–864	AZ	MXD PHOENIX AZ 852
865–884	NM/AZ	MXD ALBUQUERQUE NM 870
890–898, 961	NV/CA	MXD LAS VEGAS NV 890
900–935	CA	MXD LOS ANGELES CA 900
936–960, 969	CA/GU	MXD OAKLAND CA 945 [1]
967–968	HI	MXD HONOLULU HI 967
970–978, 986	OR/WA	MXD PORTLAND OR 970
838, 980–985, 988–993	WA/ID	MXD SEATTLE WA 980
995–999	AK	See [2] below.

[1] Mail which both originates and destinates in ZIP Code area 969 must be sacked separately and labeled to the origin SCF.
[2] Mail which both originates and destinates in ZIP Code areas, 995–996, 997, 998, or 999 must be sacked separately and labeled to the origin SCF.

EXHIBIT 122.63q

Originating Mixed States Labeling List for Mailer Prepared Third-Class Letter, and Third- and Fourth-Class Flat Size Mail

Mixed states sacks will be prepared only after all required (5-digit, 3-digit, state) and optional (city, SCF, SDC) sacks have been prepared.

Package Preparation: Mixed states packages must bear a mixed-states white facing slip or the mixed states optional endorsement line.

Sack Preparation: Mailers preparing mixed-states sacks must label sacks to the following designated origin distribution centers.

The column "Originating ZIP Codes", shown below is defined as the post office where the mail will be entered and postage paid. Locate the ZIP Code range for the post office where the mail will be entered and label the sack to the distribution location identified in the "Label To" column.

ORIGINATING ZIP CODES	ORIGINATING STATE	LABEL TO—
006–009	PR/VI	MXD SAN JUAN PR 006
010–013	MA	MXD SPRINGFIELD MA 010
014–016, 023–029	MA/RI	MXD PROVIDENCE RI 028
017–022	MA	MXD BOSTON MA 021
030–034, 038–039	NH/ME	MXD MANCHESTER NH 030
035–037, 050–054, 056–059	VT	MXD WHITE RIV JCT VT 050
040–049	ME	MXD PORTLAND ME 040
060–067	CT	MXD NEW HAVEN CT 064
068–069, 105–109, 124–127	CT/NY	MXD WESTCHESTER NY 105
070–073	NJ	MXD NORTH JERSEY NJ 07099
074–079, 085–089	NJ	MXD NEW BRUNSWICK NJ 088
080–084	NJ	MXD SOUTH JERSEY NJ 080
100–102, 104	NY	MXD NEW YORK NY 100 MORGAN GMF (53)
103, 111–112	NY	MXD BROOKLYN NY 112
110, 113–114, 116	NY	MXD JAMAICA NY 114
115, 117–119	NY	MXD HICKSVILLE NY 117
120–123, 128–139	NY	MXD ALBANY NY 120
140–149	NY	MXD BUFFALO NY 140
	PA	MXD BMC PITTSBG PA 15090 000
169–196	PA	MXD BMC PHILA PA 19099 003
197–199	DE	MXD WILMINGTON DE 197
200–205	DC	MXD WASHINGTON DC 200
206–219	MD	MXD BALTIMORE MD 210
220–246	VA	MXD RICHMOND VA 230
247–268	WV	MXD CHARLESTON WV 250
270–289, 376	NC	MXD BMC GREENSBORO NC 343
290–297	SC	MXD BMC GREENSBORO NC 344
298, 300–312, 317–319, 350–368, 373–374, 377–379	GA/AL/TN/SC	MXD BMC ATLANTA GA 347
299, 313–316, 320–339, 342, 349	FL/SC	MXD BMC JACKSVLE FL 32199
369–372, 375, 380–397, 700–705, 707–709, 713–717, 719–729	TN/MS/LA/AR/MS	MXD BMC MEMPHIS TN 346 003
400–427	KY	MXD LOUISVILLE KY 400
430–458	OH	MXD BMC CINCINN OH 428
460–479	IN	MXD INDIANAPOLIS IN 460
480–499	MI	MXD DETROIT MI 481
500–528	IA	MXD DES MOINES IA 500
530–549	WI	MXD MILWAUKEE WI 530
550–567	MN	MXD BMC MPLS/ST P MN 555
570–577	SD	MXD SIOUX FALLS SD 570
580–588	ND	MXD FARGO ND 580
590–599	MT	MXD BILLINGS MT 590
600–617	IL	MXD CHICAGO IL 606
618–639, 648–652, 654–658	MO/IL	MXD ST LOUIS MO 630

ORIGINATING ZIP CODES	ORIGINATING STATE	LABEL TO—
640–647, 653, 660–679	MO/KS	MXD KANSAS CITY MO 640
680–693	NE	MXD OMAHA NE 680
730–749	OK	MXD OKLAHOMA CITY OK 730
706, 710–712, 750–799, 718, 770–789	TX	MXD BMC DALLAS TX 742
800–816	CO	MXD BMC DENVER CO 818
820–831	WY	MXD CHEYENNE WY 820
832–838	ID	MXD POCATELLO ID 832
840–847	UT	MXD SALT LAKE CITY UT 840
850–865	AZ	MXD PHOENIX AZ 852
870–884	NM	MXD ALBUQUERQUE NM 870
890–898	NV	MXD LAS VEGAS NV 890
900–935	CA	MXD LOS ANGELES CA 901
936–961, 969	CA/GU	MXD OAKLAND CA 945 [1]
967–968	HI	MXD HONOLULU HI 967
970–979, 986	OR/WA	MXD PORTLAND OR 970
980–985, 988–994	WA	MXD BMC SEATTLE WA 980 000
995–999	AK	See ([2]) below.

[1] Mail which both originates and destinates in ZIP Code area 969 must be sacked separately and labeled to the origin SCF.
[2] Mail which both originates and destinates in ZIP Code areas, 995–996, 997, 998, or 999 must be sacked separately and labeled to the origin SCF.

EXHIBIT 122.63r

Originating Mixed States Labeling List for Mailer Prepared Third- and Fourth-Class Irregular Parcels

Mixed states sacks will be prepared only after all required (5-digit, 3-digit, state) and optional (city, SCF, SDC) sacks have been prepared.

Package Preparation: (Third-Class Mail Only): Mixed states packages must bear a mixed-states white facing slip or the mixed states optional endorsement line.

Sack Preparation: Mailers preparing Mixed-states sacks must label sacks to the following designated origin distribution centers.

The column "Originating ZIP Codes", shown below is defined as the post office where the mail will be entered and postage paid. Locate the ZIP Code range for the post office where the mail will be entered and label the sack to the distribution location identified in the "Label To" column.

ORIGINATING ZIP CODES	LABEL TO—
006–009	MXD SAN JUAN PR 006
010–013	MXD SPRINGFIELD MA 010
014–016, 023–029	MXD PROVIDENCE RI 028
017–022	MXD BOSTON MA 021
030–034, 038–039	MXD MANCHESTER NH 030
035–037, 050–054, 056–059	MXD WHITE RIV JCT VT 050
040–049	MXD PORTLAND ME 040
060–067	MXD HARTFORD CT 060
068–069, 105–109, 124–127	MXD WESTCHESTER NY 105
070–073	MXD NORTH JERSEY NJ 07099
074–079, 085–089	MXD NEW BRUNSWICK NJ 088
080–084, 169–199	MXD BMC PHILA PA 19099
100–102, 104	MXD NEW YORK NY 100 MORGAN GMF (53)
103, 111–112	MXD BROOKLYN NY 112
110, 113–114, 116	MXD JAMAICA NY 114
115, 117–119	MXD HICKSVILLE NY 117
120–123, 128–139	MXD ALBANY NY 120
140–149	MXD BUFFALO NY 140
150–168, 260–266, 439–447	MXD BMC PITTSBG PA 15090 005
200–239, 244, 254, 267–268	MXD BMC WASH DC 20027 004
240–243, 245–249, 270–297, 376	MXD BMC GREENSBORO NC 349
298, 300–312, 317–319, 350–368, 373–374, 377–379	MXD BMC ATLANTA GA 353
299, 313–316, 320–339, 342, 349	MXD BMC JACKSVLE FL 32199
369–372, 380–397, 700–705, 707–708, 713–717, 719–729	MXD BMC MEMPHIS TN 398
250–253, 255–259, 400–419, 421–422, 425–433, 437–438, 448–457, 459–462, 469–474	MXD BMC CINCINN OH 429
434–436, 458, 465–468, 480–497	MXD BMC DETROIT MI 483 000
500–528, 570–577, 612, 680–689	MXD BMC DES MNES IA 517
498–499, 540–567, 580–588	MXD BMC MPLS/ST P MN 552 004
463–464, 529–539, 600–611, 613	MXD BMC CHICAGO IL 529
420, 423–424, 475–479, 614–634, 636–639, 654–655, 659	MXD BMC ST LOUIS MO 632
635, 640–653, 656–658, 660–679	MXD BMC KANS CITY MO 663
706, 710–712, 718, 730–799	MXD BMC DALLAS TX 753
590–599, 690–693, 800–816, 820–834, 836–837, 840–847, 865, 870–884, 893, 898, 979	MXD BMC DENVER CO 817
850–864, 890–891, 900–935	MXD BMC LOS ANG CA 909 002
894–897, 936–961, 969	MXD BMC SAN FRAN CA 94850 [1]
967–968	MXD HONOLULU HI 967
835, 838, 970–978, 980–986, 988–994	MXD BMC SEATTLE WA 980 [2]
995–999	See ([2]) below.

[1] Mail which both originates and destinates in ZIP Code area 969 must be sacked separately and labeled to the origin SCF.
[2] Mail which both originates and destinates in ZIP Code areas, 995–996, 997, 998, or 999 must be sacked separately and labeled to the origin SCF.

These changes will be included in a future issue of the DMM.—*Mail Processing Dept., 10–30–86.*

YEAR-END PERSONNEL ACTIONS FOR CASUALS

The following procedures govern the year-end hiring, termination, reappointment, or conversion to career status of casual employees in CAG A–K post offices. All personnel actions for casuals will be documented by Forms 50, *Notification of Personnel Action.* However, special data processing programs at the servicing E&LR Information Centers (ELRICs) will reduce the preparation of Form 50 worksheets by the employing offices. These procedures do not apply to appointments made to Occupation Code 5201-1005, Casual-Severely Handicapped. They also do not apply to offices which process Forms 50 through the Human Resources Information System (HRIS). The procedures do apply to the dual casual appointments of Rural Carrier Relief and Postmaster Relief/Leave Replacement employees covered by the article on Dual Appointment in POSTAL BULLETIN 21580, 8–21–86.

I. Definitions

A. Christmas Casuals. For purposes of automated year-end Form 50 processing, Christmas Casuals are defined as all those whose accession actions are *effective* on December 1, 1986, or later, or whose Form 50 accession actions are received by ELRIC on December 1 or later. These employees may work for any period not to exceed (NTE) 12–31–86, and will be terminated automatically on December 31, 1986. Employees who have already served in two 90-day casual appointments prior to December 1 must be limited to a 21-day appointment during December. Procedures for Christmas casuals are described in Section II.

B. Non-Christmas Casuals. Casuals other than Christmas casuals are all those who were *on the rolls prior to* December 1, 1986. For purposes of this notice, they are referred to as non-Christmas casuals. All non-Christmas casuals will be processed in one of three ways:

1. Conversion to Career effective Pay Period 26–86, or 01–87.
2. Termination effective December 31, 1986, or earlier.
3. Reappointment to a new 90-day term effective January 1, 1987.

Procedures for non-Christmas casuals are described in Section III.

II. Procedures for Christmas Casuals

A. Accessions. All casual appointments *effective* or received by ELRIC December 1, 1986, or later will be hired NTE 12–31–86. These appointments will be considered as Christmas casuals for purposes of automatic termination and statistical reporting. All Christmas casuals will be hired as Casual, Occupation Code 5201-1001, EAS Grade 7, at the rate of $5 per hour.

A minimum amount of data will be necessary to effect the appointment of Christmas casuals. Only those items indicated by an X in the exhibit Form 50–B, *Request for Personnel Action,* must be completed.

Make every effort to batch and submit all accession Forms 50–B for Christmas casuals to the appropriate servicing ELRIC by November 22, 1986. Employing offices should explain to Christmas casuals that they may be employed only at one office. Forms 50–B for subsequent accessions will be returned by the ELRIC marked *currently employed by another office.*

B. Changes. Christmas casuals cannot be extended, reappointed, or converted to career appointment. They must be separated from their Christmas casual position by a Form 50 before any other personnel action can be processed.

C. Terminations. Except for separation for cause, all Christmas casuals will be terminated effective December 31, 1986, and a Form 50 will be automatically produced by the servicing ELRIC and distributed to the appropriate installation. If the employee's last day worked is earlier than December 31, 1986, the office should enter the last day in a pay status in the *Remarks* section of the processed Form 50 before issuing to the employee and filing in the official personnel folder.

If it is necessary to separate a Christmas casual for cause, the action should be accomplished by the employing office, using normal Form 50 procedures.

D. Employment After December 31, 1986. An employee who serves as a Christmas casual in December 1986 may be appointed to a position on or after January 1, 1987. Use normal Form 50 procedures after the termination Form 50 for the Christmas casual appointment has been received.

III. Procedures for Non-Christmas Casuals (90-day casuals hired prior to 12–1–86)

A. Accessions. Process all non-Christmas casual accessions effective prior to December 1 by Form 50 worksheet through the appropriate ELRIC using normal processing procedures.

B. Changes and Terminations. On or about December 4, 1986, the servicing ELRIC will distribute to each MSC a listing by finance number of all non-Christmas casuals on the rolls as of November 30, 1986. This special year-end casual listing will replace any other Form 50 worksheet for these employees, except separation for cause actions. The listing will be identified in the heading as *Special Year-End Casual Listing.*

These listings must be completed, signed, and returned to the servicing ELRIC not later than December 15, 1986. One of three types of personnel actions must be requested under each

casual employee record on the listing—(1) Reappointment effective January 1, 1987; (2) Termination effective December 31, 1986; or (3) Conversion to Career (effective December 6, or December 20, 1986). Provide additional necessary information in the normal way on a Form 50 worksheet.

1. Reappointment. The employee may be reappointed as a casual, Occupation Code 5201-1001, EAS-7, at the rate of $5 per hour, effective January 1, 1987, to a new 90-day period of employment. In the space provided on the listing, enter the letter R for reappointment.

2. Conversion to Career. The employee's non-Christmas casual appointment may be converted to a career appointment effective December 6, or December 20, 1986, in accordance with subchapter 260, Handbook P-11, *Personnel Operations.* In such cases, prepare a normal Form 50 worksheet and submit it to the servicing ELRIC for timely processing. On the Special Year-End Casual Listing, enter the letter C to indicate that conversion is being processed by the normal Form 50 procedures. If a casual employee's career conversion date is to be effective January 3, 1987, or later, the employee must be reappointed to a new casual position via the Special Year-End Casual Listing and the conversion to a career position processed through normal personnel action processing procedures.

3. Termination. All non-Christmas casuals not reappointed or converted to career must be terminated on or before December 31, 1986. On the *Special Year-End Casual Listing,* enter the letter T under the name of those to be terminated. If the last day in pay status is on or before December 15, enter that date in a Month, Day, Year format in the space provided. Otherwise, the office should enter the last day in pay status in the *Remarks* section of the processed Form 50 before issuing to the employee and filing in the Official Personnel Folder.

C. Processing Special Year-End Casual Listings. The completed *Special Year-End Casual Listings* are to be collected, verified, consolidated, and approved by the MSC manager, and sent to the appropriate servicing ELRIC not later than December 15, 1986. Conversion, reappointment, and separation Forms 50 will be automatically produced at the ELRICs from the completed *Special Year-End Casual Listings* and conversion worksheets (if any).

IV. Appointment Authority

All appointment or reappointment actions covered by these procedures must have the prior approval of the appropriate authority.

—Employee Relations Dept., 10–30–86.

REQUEST FOR PERSONNEL ACTION

COMPLETED BY REQUESTING OFFICE

Effective Date: XX-XX-XX | Sequence No. | Social Security No.: XXX-XX-XXXX | Suffix Code: X

Employee Information

Last Name	First Name	Init	Date of Birth	Vet. Pref.			Life Ins.	R-F
5 X—X	6 X—X	7 X	8 XX-XX-XX	9 X	10	11	12	13

Leave Comp.	Service Data Enter on Duty	Ret. Comp		Next Step PP.YR	Not to Exceed Code	Not to Exceed PP.YR	Probation Expir. Code	Probation Expir. PP.YR	Empl Status
14	15	16	17	18	19	20	21	22	23

Leave Data Cat.	Leave Data Change PP.YR	Leave Data Type	RSC	Level/Step	Award Projected Data PP-YR	Hours	Miles	SP Code	Indebt USPS	Empl Type	Sex	Minority	Handicap
24	25	26	27	28	29	30	31	32	33	34	35 X	36 X	37 X

Career Conditional Date	Svc. Anniv PP.YR	Seniority Date	Seniority Seq. No.	Academic Data Code	Level	Year	Discipline	Postal Life	Retired Military	C.O.L.A.	Rural Hrs.	Rural M.
38	39	40	41	42	43	44	45	46	47	48	49	50

Mailing Address – Street/Box/Apt. No.	City	St	ZIP + 4	Duty Station Name
51 X—X	52 X—X	53 XX	54 XXXXX-XXXX	55

Position Information

Finance No.	Employing Office Name	ZIP + 4		Pay Loc.			
56 XX-XXXX	57	58	59	60 XXX	61	62	

Duty Station Finance No.	Labor Distr	Des./Act.	Pos Type	Limit Tour	Rate Code	Allow Code	Org Cover	Red Circle	Route No.	L.Rte ID	Pay Type	Tri-Wkly	FLSA	Commit	Guaranteed Salary
63	64 XX	65 XX/X	66	67	68	69	70	71	72	73	74	75	76	77	78

Nature of Personnel Action

NOA	Nature of Action Description	Authority		
79 XXX	80	81	82	83

Remarks	84 Code	85 Code	86 Code	87 Code	88

Service History Information

	NOA	NOA Description	Eff Date	Occupation Code	Title	RSC	Level/Step	Salary
1st								
-6								
-5								
-4								
-3								
-2								
-1								
Cur								
89	90	91	92	93	94 CASUAL	95	96	97

98	Authorization	Date	OPF Finance No.
			XX-XXXX

PS Form 50-B, Oct. 1984 (Exception to Standard Form 50) — Processing Copy-for New Hires only

BPO 911-000

Data Required for Christmas Casual Appointment

Copyright material has been deleted, not available for Microfiche Edition.

FERS—RETIREMENT/FICA CODES

With the passage of Public Law 98–21 all new postal employees hired after December 31, 1983 became subject to mandatory Social Security coverage. With the passage of this law, the need became apparent for a federal retirement system that would complement Social Security. The system that accomplishes this will become effective on January 1, 1987 with the establishment of the Federal Employees' Retirement System (FERS).

AUTOMATIC FERS COVERAGE

On January 1, 1987 certain groups of employees will be automatically converted to FERS. These groups are:

1. Career employees newly hired on or after 1–1–84 who had no previous creditable federal service prior to their career appointment;
2. Employees converted to career on or after 1–1–84 whose total creditable *civilian* service prior to 12–31–86 is less than 5 years;
3. Employees who were hired as career and had a break in service of 366 days or more and whose total creditable *civilian* service under Civil Service Retirement System (CSRS) through December 31, 1986 will be less than 5 years.

For employees in the above categories, the PDC will automatically generate a Form 50, *Notification of Personnel Action*, effective January 1, 1987 changing their RET/FICA Code from 5 or 6 to 8 or 9 and converting them to FERS. Two new retirement/FICA codes 8 and 9 will be used effective January 1, 1987 to indicate FERS coverage.

Exceptions

The following employees will remain in the dual CSR/FICA system and will *not* automatically convert to FERS January 1, 1987:

1. Career employees hired on or after 1–1–84 whose creditable *civilian* service equals 5 years or more (without regard to any deposit or redeposit requirements) prior to 12–31–86;
2. Employees converted to career on or after 1–1–84 whose total creditable *civilian* service will be 5 years or more prior to 12–31–86 (without regard to any deposit or redeposit requirements);
3. Employees who were hired as career on or after 1–1–84 with a break in service of 366 or more days whose creditable *civilian* service will be 5 years or more by 12–31–86.

Creditable civilian service includes time under the dual CSR/FICA as well as previous civilian service under CSR regardless of the dates during which such service was performed.

Note: Only creditable civilian service is included in this determination. Military service is not used to determine retirement coverage.

Printouts

In order to identify the career employees who will have the required 5 years of *civilian* service by 12–31–86 and remain in the dual system, it is necessary to review certain employee records. To accomplish this review, printouts will be provided to each field division listing those employees whose records must be reviewed. The printout lists career employees hired through pay period 21, October 10, 1986. Only those employees whose retirement computation date indicates they will have 5 or more years of cerditable service by 12–31–86 are included on the list. Employees who will not have, at a minimum, 5 years of creditable service by 12–31–86 do not need to have their records reviewed.

Required Action

Each office is to review the Official Personnel Folder (OPF) of every employee listed on the printout and determine the exact amount of all creditable *civilian* service. This is to include the current period of employment projected to 12–31–86. Where total creditable *civilian* service will equal 5 years or more by 12–31–86, the office is to place an X in the columns with the heading "DUAL". The list includes all career employees whose RET/FICA code is 5 or 6 who will have a minimum of 5 years of creditable service by 12–31–86. Any employees hired as career, converted to career, or transferred in as career during pay period 22 or 23 (October 11 through November 7) whose creditable *civilian* service will be 5 years or more as of December 31, 1986, must be added to the list and an X placed under "DUAL".

This list must be completed and returned to the respective field division no later than November 21. Each division is responsible for seeing that all printouts for the division and all its subordinate offices are completed and returned to Headquarters no later than November 28. Employees hired as career, converted to career, or transferred in as career during pay periods 24, 25, 26 and 1, that is, from November 8 through December 31, who will have 5 years or more of creditable *civilian* service must have in the remarks section of their Form 50, the following statement "Employee will have ____ years of creditable *civilian* service as of December 31,

1986". This remark will not appear on the processed Form 50. This will enable the ELRICs to identify those employees who will not automatically convert to FERS on January 1, 1987.

Forms 50—FERS Conversion

Effective January 1, 1987 the PDC will automatically generate a Form 50 for every employee whose RET/FICA Code is either 5 or 6. For those employees who are covered by the section on AUTOMATIC FERS COVERAGE, the Form 50 will transfer their RET/FICA to 8 or 9 and will indicate "conversion to FERS". For those employees who are covered by the section on **Exceptions,** the RET/FICA Code will remain 5 or 6 and the remarks will indicate "not converted to FERS—remains under CSR/FICA Dual Coverage".

RET/FICA CODES Effective 1–1–87

Beginning with Pay Period 2, 1987, the following RET/FICA codes are to be used when completing element 13 of Form 50:

Code	Coverage
1	CSR
2	FICA
3*	CSR
4	EXCLUDED
5	CSR/FICA (DUAL)
6*	CSR/FICA (DUAL)
7	RESERVED
8	FERS
9*	FERS

*Postal Inspectors Only.

All employees hired as career or converted to career beginning 1–1–87 and later are covered by FERS and are to be coded 8 or 9 (Inspectors Only) except for those employees who

1. Prior to the appointment had 5 or more years of creditable *civilian* service under either CSRS or a combination of CSRS and Social Security, and had a break in service of 366 days or more, or

2. Were previously covered under CSRS and had a break in service of 365 days or less.

Employees who fall under (1) will have a RET/FICA code of 5 or 6 and will be in the dual system. Employees who fall under (2) will have a RET/FICA code of 1 or 3 and will be under CSR only. Employees who are placed in the dual system (RET/FICA—Code 5 or 6) must have the following statement in the remarks section of their Form 50; "Employee has ___ years of creditable civilian service". Employees who will be placed under CSR must continue to have one of the following statements in the remarks section of the Form 50; "Employeed under CSR from ___ to ___; separation less than 366 days, "or" Transferred to USPS ___. Continuous CSR coverage from ___, without a break-in-service".

—Employee Relations Dept., 10–30–86.

If the address on your mailing label of *Postal Life* or *Postal Leader* is incorrect, complete Form 1216, *Employee's Current Mailing Address.* This form is available from your Personnel Office. Return the completed form to your Personnel Office for processing. No other form can be used for this purpose.

FIELD DIVISION ORGANIZATION CORRESPONDENCE CODES

This Exhibit reflects Field Division Organization Correspondence Codes (OCC) assignments. It modifies the sample OCCs shown in the POSTAL BULLETIN 21588 (10–9–86), page 6, item D.

FIELD DIVISIONS

NORTHEAST

Albany	NED 01
Boston	NED 02
Brooklyn	NED 03
Buffalo	NED 04
Hartford	NED 05
Hicksville	NED 06
Manchester	NED 07
Newark	NED 08
New Brunswick	NED 09
New York	NED 10
Providence	NED 11
Queens	NED 12
San Juan	NED 13
Springfield	NED 14
Westchester	NED 15

EASTERN

Baltimore	EAD 01
Charleston	EAD 02
Cincinnati	EAD 03
Cleveland	EAD 04
Columbia	EAD 05
Columbus	EAD 06
Greensboro	EAD 07
Harrisburg	EAD 08
Louisville	EAD 09
Philadelphia	EAD 10
Pittsburgh	EAD 11
Richmond	EAD 12
South Jersey	EAD 13
Southern MD	EAD 14

CENTRAL

Chicago	CED 01
Denver	CED 02
Des Moines	CED 03
Detroit	CED 04
Grand Rapids	CED 05
Indianapolis	CED 06
Kansas City	CED 07
Milwaukee	CED 08
Minneapolis	CED 09

CENTRAL—Continued

North Suburban	CED 10
Omaha	CED 11
Saint Louis	CED 12
Saint Paul	CED 13
South Suburban	CED 14
Wichita	CED 15

SOUTHERN

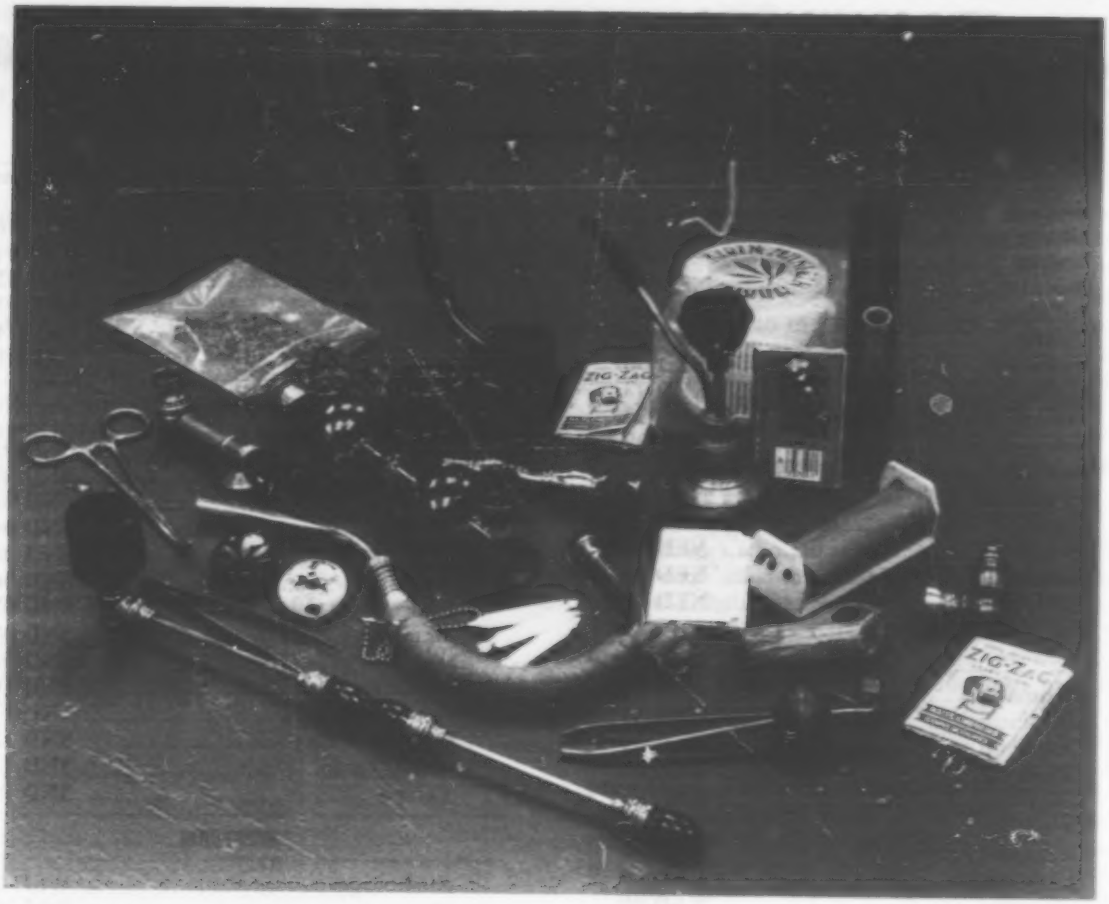
Atlanta	SND 01
Birmingham	SND 02
Dallas	SND 03
Houston	SND 04
Jackson	SND 05
Jacksonville	SND 06
Little Rock	SND 07
Memphis	SND 08
Miami	SND 09
Nashville	SND 10
New Orleans	SND 11
Oklahoma City	SND 12
San Antonio	SND 13
Tampa	SND 14

WESTERN

Anchorage	WED 01
Honolulu	WED 02
Long Beach	WED 03
Los Angeles	WED 04
Oakland	WED 05
Phoenix	WED 06
Portland	WED 07
Sacramento	WED 08
Salt Lake City	WED 09
San Diego	WED 10
San Francisco	WED 11
San Jose	WED 12
Santa Ana	WED 13
Seattle	WED 14
Tucson	WED 15
Van Nuys	WED 16

—Records Office, 10–30–86.

Notice to Driver: Drive Courteously; Observe Traffic Regulations; Protect Children



DON'T LET *YOUR* JOB GO UP IN SMOKE

SAY "NOPE" TO DOPE

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21590** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

009567	109124	314544	335590	454150	641253	761234	850049	926877
010051	110028	317120	335597	462061	641263	761316	850050	926903
010059	111061	325124	336010	462177	641267	770010	850441	926911
014300	112311	327060	336011	468041	641271	770475	856010	926921
014390	113080	328117	336018	486031	641281	770526	856027	927331
018164	114092	328148	336023	503167	641283	772072	901091	927399
018188	115835	328149	336026	503170	641291	772197	901121	927403
018193	117126	328159	336042	522005	641293	772250	901467	937038
019033	132115	328166	336092	524064	641301	772265	901489	937099
021064	142153	329073	336158	524066	641307	773031	901518	941270
021282	170091	331621	336168	544200	641318	773033	901569	946075
021330	191436	331633	336284	549052	641333	773034	901588	948032
021388	193129	331688	336285	551195	641354	773035	901614	949030
021486	193139	331782	336304	591180	641364	777101	901634	950145
060033	200417	333312	336360	591190	658136	780030	902207	951229
065080	207016	333759	336365	600029	701558	780031	902361	958133
069208	212237	334033	337027	600073	708280	780033	910201	958144
069343	212244	334110	337151	600501	711253	780049	910204	968178
070548	212272	334216	339002	600613	711315	780055	910210	968209
070550	280039	335007	339012	601239	731263	780056	910213	968215
071496	282221	335024	339307	601241	731301	782226	913365	968220
071567	282242	335043	358150	601604	731348	782278	913441	968221
076085	282246	335078	372231	602011	740011	782298	917531	968227
089083	283134	335088	374091	605417	741383	782335	917650	968229
100832	296108	335098	386012	607115	741399	782342	917680	972188
101015	296141	335144	402245	607571	741401	784118	921362	972290
101035	297009	335145	402253	607599	741420	787327	921492	974045
101117	303443	335146	402281	620012	741507	787391	921507	988018
101118	303583	335167	402308	620013	741537	794130	922059	992032
101161	303592	335198	405060	620019	750029	794195	924096	992171
101298	303601	335200	405066	620020	752519	799155	926616	997107
101338	303659	335204	405067	631185	752523	809028	926647	
101454	303688	335214	411001	631300	752572	809033	926758	
101525	303734	335215	432132	631337	752607	832107	926765	
101673	303748	335252	441005	631349	752611	836100	926827	
105062	303775	335274	451002	641236	752620	841243	926862	
109121	303817	335553	452302	641252	761021	844008	926874	

—Marketing Dept., 10-30-86.

BUY U.S. SAVINGS BONDS, STAR-SPANGLED SAVINGS PLAN FOR ALL AMERICANS

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21589 article.

459,203,201 to 3,300
459,219,301 to 9,900
459,831,901 to 2,500
460,008,060 to 8,075
461,137,601 to 7,900
461,170,981 to 1,000
461,304,906 to 5,100
461,393,102 to 3,400
461,757,001 to 7,500
461,882,656 to 3,200
462,378,501 to 8,600
463,196,321 to 6,340
463,221,045 to 1,200
463,312,700 to 2,800
463,792,231 to 2,300
465,721,001 to 1,200
466,469,490 to 9,500
467,078,146 to 8,400
467,224,173 to 4,200
467,229,732 to 9,800
467,245,501 to 6,000
467,246,033 to 6,100
468,399,981 thru 468,400,000
469,281,701 to 1,800
469,899,682 to 9,720
470,922,901 to 3,300
472,349,101 to 9,600
472,395,284 to 5,400
474,094,501 to 4,800
474,155,876 to 5,900
475,972,101 to 2,160
475,977,186 to 7,240
476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
488,553,870 to 4,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
509,073,646 to 5,100
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
513,795,458 to 5,500
515,697,926 to 7,929
515,790,190 to 0,230
515,892,011 to 2,020
516,649,101 to 9,200
516,882,201 to 2,300
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
520,736,961 to 7,000
521,995,972 to 996,008
522,798,708 to 8,800
523,727,009 to 7,100
525,483,962 to 4,000
525,774,402 to 4,600
525,871,401 to 0,500
526,389,501 to 9,600
526,389,972 to 390,000
528,910,726 to 0,900
531,847,601 to 7,700
531,856,401 to 0,500
532,401,823 to 1,900
532,464,390 to 4,600
532,883,490 to 0,500
533,820,480 to 0,496
533,820,501 to 0,599
536,606,101 to 6,300
537,614,901 to 5,600
539,989,721 to 9,800
539,991,061 to 1,100

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21592

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

PB 21592—November 6, 1986—24 Pages

25-CENT BREAD WAGON COIL STAMP

The 25-Cent Bread Wagon Coil stamp will be placed on sale November 22, 1986, in Virginia Beach, VA.

Do Not Sell Before November 24, 1986

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NOV 1 9 1986

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EPOSITORY 32

Copyright material has been deleted; not available for Microfiche Edition.

Issued in coils of 3,000.

Supply. An automatic distribution will be made to post offices with authorized philatelic centers. The automatic distribution is based on the Bureau of Engraving and Printing's four-position schedule for a 50-subject commemorative stamp. Accordingly, the quantities of coils to be furnished are as follows:

Offices receiving four-position stock in these quantities	Will receive coils in these quantities
20,000 to 125,000	8
250,000	16

All other post offices should order sufficient quantities of this stamp to meet anticipated local philatelic demand. The Bread Wagon coil replaces the 25-cent Paul Revere coil of 3,000 stamps. *Any unfilled orders currently at the Bureau of Engraving and Printing for the 25-cent Paul Revere will be filled with the Bread Wagon coil.*

Bulk Quantities. Post offices with 950 or more revenue units requiring additional stock in bulk quantities should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities,* to the Bureau of Engraving and Printing. Orders must be submitted in the following quantities: coils of 32 or 64 ***(item No. 753).***

Less-than-bulk Quantities. All post offices requiring less than the above bulk quantities should requisition the coils immediately from their designated Stamp Distribution Offices on a separate Form 17A, *Accountable Items Requisition from Stamp Distribution Office.—Marketing Dept., 11–6–86.*

Cost-of-Living Adjustments (COLA)

Effective November 8, 1986 (PP 24–86), eligible bargaining and nonbargaining employees will receive a cost-of-living adjustment (COLA), upward, in the amount indicated in the COLA charts on pages 2 through 4 in this Bulletin.

As previously stated in November 1985, schedule changes resulting from COLA changes will no longer be published in the POSTAL BULLETIN. However, schedules resulting from such basic salary changes as general increases will continue to be published in the POSTAL BULLETIN, as they occur.

Headquarters will provide each field division with a copy of the revised salary schedules showing COLA changes. Each field division, in turn, will determine the distribution of schedules appropriate for that division.

—Employee Relations Dept., 11–6–86.

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P 1.3:

NONBARGAINING UNIT
COST-OF-LIVING ADJUSTMENTS (COLA)
EFFECTIVE NOVEMBER 8, 1986 (PP 24-86)

RSC	Salary Schedule	Current COLA		COLA Increase		Cumulative COLA	
		Hourly	Annual	Hourly	Annual	Hourly	Annual
E	EAS-23 and Below	$0.38	$790	$0.08	$167	$0.46	$957
E	EAS-24 and Above *	0.2850	593	0.0600	125	0.3450	718
F	EAS-A Postmaster	0.38	237	0.08	50	0.46	287
F	EAS-B Postmaster	0.38	356	0.08	75	0.46	431
F	EAS-C Postmaster	0.38	474	0.08	100	0.46	574
F	EAS-D Postmaster	0.38	593	0.08	125	0.46	718
F	EAS-E Postmaster	0.38	711	0.08	150	0.46	861

* An employee with a basic salary of $55,000 or more does not receive COLA. If an employee has a basic salary of less than $55,000, the base salary, including COLA, cannot exceed $55,000.

BARGAINING UNIT COST-OF-LIVING ADJUSTMENTS (COLA)
REGULAR (NON-RES) SALARY SCHEDULES
EFFECTIVE NOVEMBER 8, 1986 (PP 24-86)

RSC	Salary Schedule		Current COLA Hourly	Current COLA Annual	COLA Increase Hourly	COLA Increase Annual	Cumulative COLA Hourly	Cumulative COLA Annual
P	Postal Service (PS) *	Steps A-C	$0.98	$2,038	$0.08	$167	$1.06	$2,205
		Steps D-O	1.17	2,434	0.08	166	1.25	2,600
M	Mail Handlers' (MH)	Steps A-C	0.98	2,038	0.08	167	1.06	2,205
		Steps D-O	1.17	2,434	0.08	166	1.25	2,600
R	Rural Carrier (RC) **	Steps B-C	0.98	2,038	0.08	167	1.06	2,205
		Steps 1-12	1.17	2,434	0.08	166	1.25	2,600
N	Data Centers (DCS)	Steps B-C	0.98	2,038	0.08	167	1.06	2,205
		Steps D-P	1.17	2,434	0.08	166	1.25	2,600
Y	Postal Police Officers (PPO)	Steps B-C	0.98	2,038	0.09	188	1.07	2,226
		Steps D-O	1.24	2,579	0.09	187	1.33	2,766
G	Postal Nurses (PNS)	Steps 1-12	0.70	1,456	0.04	83	0.74	1,539
T	Tool & Die Shop (TDS)	Steps B-C	0.98	2,038	0.08	167	1.06	2,205
		Steps D-O	1.17	2,434	0.08	166	1.25	2,600

* Employees covered by the National APWU/NALC Agreement; the Mail Equipment Shops Agreement; and the Mail Bag Depositories, Repair Centers and Supply Centers Agreement are paid under the PS Schedule.

** The COLA's shown are those for the 40-Hour Evaluated Schedule, for the Rural Carrier Mileage Schedule, and for the Rural Auxiliary Schedule. Other evaluated routes and 6-Day, 5-1/2 Day, and 5-Day substitutes are paid a proportionate amount of COLA based on their hours.

READEX FICHE best copy available

BARGAINING UNIT COST-OF-LIVING ADJUSTMENTS (COLA)
RETIREE ELIGIBLE (RES) SALARY SCHEDULES
EFFECTIVE NOVEMBER 8, 1986 (PP 24-86)

RSC	Salary Schedule	Current COLA		COLA Increase		Cumulative COLA	
		Hourly	Annual	Hourly	Annual	Hourly	Annual
P1	Postal Service (PS) *	$0.38	$790	$0.08	$167	$0.46	$957
M1	Mail Handlers' (MH)	0.38	790	0.08	167	0.46	957
R1	Rural Carrier (RC) **	0.38	790	0.08	167	0.46	957
N1	Data Centers (DCS)	0.38	790	0.08	167	0.46	957
Y1	Postal Police Officers (PPO)	0.45	936	0.09	187	0.54	1,123
G1	Postal Nurses (PNS)	0.00	0	0.04	83	0.04	83
T1	Tool & Die Shop (TDS)	0.38	790	0.08	167	0.46	957

* Employees covered by the National APWU/NALC Agreement; the Mail Equipment Shops Agreement; and the Mail Bag Depositories, Repair Centers and Supply Centers Agreement are paid under the PS Schedule.

** The COLA's shown are those for the 40-Hour Evaluated Schedule, for the Rural Carrier Mileage Schedule, and for the Rural Auxiliary Schedule. Other evaluated routes and 6-Day, 5-1/2 Day, and 5-Day substitutes are paid a proportionate amount of COLA based on their hours.

Rural Routes—Special Equipment Maintenance Allowance Schedule

In accordance with the provisions of Article 9.2.I.3 of the 1984 NRLCA Agreement, the rural carrier Equipment Maintenance Allowance (EMA) was reduced effective October 11, 1986 (PP 22–86). The EMA was reduced to 29.5 cents per mile or a minimum of $11.80 per day, whichever is greater.

Employees providing auxiliary assistance or serving an auxiliary route will be paid an EMA of 29.5 cents per mile or $3.55 per hour, whichever is greater. The EMA cannot exceed the amount provided in the Equipment Maintenance Schedule for the route stops and miles.

The EMA schedule which appears on pages 6 and 7 of the Bulletin supersedes all previously published EMA schedules.

—Employee Relations Dept., 11–6–86.

ELM Revision

Uniform and Work Clothes Program

The purpose of this article is to announce a revision to EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) subchapter 580, *Work Clothes & Uniforms.* Under current procedures, reimbursement may be made for piece goods purchased for use in home sewing of uniform items authorized for the employee's craft. The finished product must be presented to the installation head prior to certification of the invoice for payment. However, effective November 6, 1986, the invoice will no longer be held until after proof of the finished product is presented. Reimbursement to the vendor for piece good purchases will be made in accordance with 585.5 (as amended by POSTAL BULLETIN 21425, 10–6–83). This procedure will ensure timely payment to the vendor. ELM 581.28 is amended to read as follows:

580 Work Clothes and Uniforms

* * * * *

581.2 Purpose and Scope

* * * * *

.28 Payment for Fabric. Payment will be made for piece goods purchased for use in home sewing of items of uniform apparel authorized for the employee's craft. Reimbursement to the vendor will be made in accordance with 585.5.

Note:

a. Payment is not made for purchases of piece goods for home sewing of any item that is not an authorized uniform garment for the craft concerned.

b. Fabric must meet specifications in 582.3.

—Labor Relations Dept., 11–6–86.

Correct Use of the National Workhour Reporting System (NWRS) FY 87 Listing

The designation/activity (D/A) codes published in the *Special* POSTAL BULLETIN 21584, 9–16–86, pages 39–42, contained some inconsistencies. That list was intended for use in determining Labor Distribution Code (LDC) Conversion, not in assigning D/A codes.

Do not change any personnel records based on the NWRS listing. Refer to the OMSS Position Directory to determine correct D/A codes for all the positions listed.

—Dept. of the Controller, 11–6–86.

Christmas Period Overtime Eligibility

EMPLOYEE AND LABOR RELATIONS MANUAL, Exhibit 434.141a, provides that, during the officially designated Christmas period, exempt EAS–23 and below employees (excluding postmasters, officers-in-charge, and management associates), in field divisions including subordinate installations who directly supervise bargaining-unit employees in mail processing and delivery services functions are eligible for *scheduled* postal overtime.

Any exempt EAS–23 and below Manager, Station or Branch Operations, who, at any time during the Christmas period (occasionally or on a part-time basis), directly supervises bargaining-unit employees in mail processing or delivery services functions is eligible for postal overtime for all work performed during the Christmas period which is in excess of 8 hours in a day or 40 hours in a week.

For the purpose of supervisory overtime pay policy, the 1986 Christmas period is from Saturday, December 6, through and including Wednesday, December 24, 1986, except in BMCs. At BMCs, the Christmas period is from Saturday, November 15, 1986, through Wednesday, December 24, 1986.

—Employee Relations Dept., 11–6–86.

Functionalization of Financial Processing

The following changes should be noted in POSTAL BULLETIN 21587, 10–2–86, on page 10 under ACCOUNTS PAYABLE ACTIVITIES:

1. Under Branch Manager
   Delete: Invoices for Medical payments, Medical agreements 94497–9133
   (These are to be paid locally)
2. Under Accounting and Control
   Change: General Ledger and Other Financial Reports 94497–9121
   To: Reports and related processing (Accounts Payable only) 94497–9121.

—Office of Accounting & Data Processing, 11–6–86.

RURAL EQUIPMENT MAINTENANCE RATE SCHEDULE
BASED ON $0.295 PER MILE
EFFECTIVE PP-YR 22-86
October 11,1986

MILES	STOPS = *0260**	**0280**	**0300**	**0320**	**0340**	**0360**	**0380**	**0400**	**0420**	**0440**	**0460**	**0480**	**0500**	**0520**	**0540**	**0560**	**0580**	**0600**	**0620**
8	11.80	11.80	11.80	11.80	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20
9	11.80	11.80	11.80	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30
10	11.80	11.80	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40
11	11.80	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50
12	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60
13	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70
14	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80
15	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90
16	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00
17	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10
18	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20
19	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30
20	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40
21	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50
22	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60
23	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70
24	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80
25	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90
26	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00
27	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10
28	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20
29	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30
30	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40
31	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50
32	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60
33	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70
34	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80
35	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90
36	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00
37	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10
38	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20
39	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30
40	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40
41	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50
42	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60
43	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70
44	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80
45	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	
46	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80		
47	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80			
48	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80				
49	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80					
50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80						
51	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80							
52	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80								
53	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80									
54	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80										
55			16.30	16.40	16.50	16.60	16.70	16.80											
56					16.60	16.70	16.80												
57																			
58																			

RURAL EQUIPMENT MAINTENANCE RATE SCHEDULE
BASED ON $0.295 PER MILE
EFFECTIVE PP-YR 22-86
October 11, 1986

MILES	STOPS = *0640	**0660	**0680	**0700	**0720	**0740	**0760	**0780	**0800	**0820	**0840	**0860	**0880	**0900	**0920	**0940	**0960	**0980	**1000
8	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10
9	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20
10	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30
11	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40
12	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50
13	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60
14	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70
15	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80
16	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90
17	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00
18	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10
19	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20
20	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30
21	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40
22	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50
23	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60
24	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70
25	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80
26	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80	
27	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80		
28	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80			
29	15.40	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80				
30	15.50	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80					
31	15.60	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80						
32	15.70	15.80	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80							
33	15.80	13.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80								
34	15.90	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80									
35	16.00	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80										
36	16.10	16.20	16.30	16.40	16.50	16.60	16.70	16.80											
37	16.20	16.30	16.40	16.50	16.60	16.70	16.80												
38	16.30	16.40	16.50	16.60	16.70	16.80													
39	16.40	16.50	16.60	16.70	16.80														
40	16.50	16.60	16.70	16.80															
41	16.60	16.70	16.80																
42	16.70	16.80																	
43	16.80																		

FISCAL YEAR 1987 EAS MERIT PAY PROGRAM

A. Step Process Employees (EAS–19 & Below)

The Fiscal Year (FY) 1987 Merit Pay Program for employees in the step process (EAS–19 and below) will continue as in FY 1986 without change. As in the past, the performance of step process employees will be evaluated within 45 days of their anniversary dates, and merit increases and/or lump sums will be effective on their anniversary dates. The FY 1987 Merit Matrix for employees in EAS grades 1–19 appears on page 10. Chart 1 on page 11 provides the actual dollar amounts and lump sum increments by grade.

B. Regular Process Employees (EAS–20 & Above)

Certain elements of the Merit Pay Program for employees in the regular process (EAS–20 and above) have been changed for FY 1987. Following is a summary of those changes:

1. Time Frame for Evaluations. Evaluations of performance are being conducted during October and November, rather than September, to allow consideration of full fiscal year performance and to allow more time for evaluators to provide feedback to employees. Approved evaluation packages must be in the Employee and Labor Relations Information Center (ELRIC) no later than December 10 in order to meet the effective date for awards as described below.

2. Effective Dates for Merit Increases & Lump Sum Awards. Each year, beginning in FY 1987, all regular process merit increases and lump sums will be effective in early January, rather than on anniversary dates, which will no longer be used for merit pay purposes for regular process employees. This will ensure that, like step process employees, all regular process employees will receive their performance awards in close proximity to their performance evaluation. In FY 1987, the effective date will be January 3, 1987. Therefore, all EAS–20 and above employees whose anniversary dates were during Pay Period 21 through Pay Period 1, FY 87 will have their merit increases and/or lump sums delayed to Pay Period 2. Employees whose anniversary dates would have occurred after Pay Period 2 will have their merit increases and/or lump sums advanced to that Pay Period.

3. Conversion Adjustments. Employees whose anniversary dates were during Pay Period 21 through Pay Period 1, FY 87, whose merit increases to basic pay will be delayed to Pay Period 2, will also be given one-time prorated lump sums to offset the delay in the effective date. The amounts of these lump sums will be calculated automatically by ELRIC, which will apply the conversion factors below to scheduled basic salary merit increases:

FY '87 accounting periods	Anniversary pay periods	Conversion factor (percent)
1	21	26.92
	22	23.08
2	23	19.23
	24	15.38
3	25	11.54
	26	07.69
4	1	03.85
	2	00.00

The following are examples of how this will work:

a. Employee A, whose anniversary date was Pay Period 21, is scheduled to receive a basic salary increase of $1,200 based on FY–86 performance. The salary increase will be effective January 3, 1987. In addition he will receive a conversion lump sum payment equal to 26.92% of $1,200, or $323.04.*

b. Employee B, whose anniversary date was Pay Period 22 is to receive a basic salary increase of $500 (which will take him to the maximum) and a lump sum of $652. The salary increase and this lump sum will be effective January 3, 1987. In addition, he will receive a conversion lump sum payment equal to 23.08% of $500, or $115.40.*

*All lump sum payments resulting from this conversion formula will be paid in separate checks as soon as possible after January 3, 1987.

4. Retirements. Employees whose anniversary dates were during Pay Period 21 through Pay Period 2, FY 1987 and who retire after their anniversary dates but before January 4, 1987 should have their FY 1986 performance evaluated. Any resulting salary increases or lump sums will be advanced to the beginning of the Pay Periods of their former anniversary dates. This will ensure that employees who retire during this conversion period will receive the same annuity and life insurance benefits they would have received had the anniversary date system not been discontinued for purposes of the merit pay program. In each case, a copy of the front page of Form 2452–A, *Performance Evaluation for EAS Employees—General Form,* must be stapled to the Form 50, *Notification of Personnel Action,* processed to ELRIC for the retirement.

For those employees who have already retired in FY 87, copies of the front of their Forms 2452–A will be forwarded immediately to the ELRIC and to the Retirement Unit at the appropriate PDC with the following comment in the remarks section: "Retired regular process employee; merit anniversary date was ————."

5. Promotion Increases. Employees promoted into EAS–20 or above positions during pay periods 21 through 1 in FY 1987 should be evaluated, and a Form 2452–A should be completed.

However, such employees will not receive a merit increase in January. In these instances, in determining the amount of a promotion increase, selecting officials should consider not only the provisions of ELM 413, but also the fact that the employee will not receive a merit increase in January 1987 and will not be eligible to receive one until January 1988. The Overall Evaluation block in Part 1 of the Form 2452–A should be completed but, under the "Not Evaluated" box, enter the following: "No merit increase. Promoted effective pay period ——." A copy of the Form 2452–A should be forwarded to the ELRIC for processing.

Instructions regarding promotion increases associated with promotions occurring after Pay Period 2, FY 1987 will be issued later.

6. Merit Matrix & Salary Range Chart. The matrix for EAS–20 and above employees for FY 1987 has been revised to allow employees rated *Very Good* or *Good,* as well as those rated *Outstanding,* to receive lump sums if the maximum of the schedule precludes them from getting the full basic salary increases provided by the matrix.

The Fiscal Year 1987 Merit Matrix for employees in EAS grades 20 and above appears on page 12. Charts 2 and 3 on page 13 provide salary range information by grade, as well as matrix information.

C. Merit Calculations

The performance award matrices have been fully automated. Therefore, completion of Part 2, *Salary Action,* of the Form 2452–A is optional. It is suggested, however, that evaluators may want to complete this section so they will have the salary information readily available for their merit discussions with their employees. Completion of this section can be accomplished by applying the charts on page 13.

—Employee Relations Dept., 11–6–86.

HAZARDOUS MATERIAL TO ALASKA

Many Alaskan Post Offices are served only by air transportation. Any parcel containing hazardous material mailed to any one of these post offices must comply with section 124.24, DOMESTIC MAIL MANUAL, *Shipment By Aircraft Certification.*

Listed below are the Alaskan Post Offices which are also served by surface transportation. The requirements for air shipment do not apply if the parcel would normally move by surface transportation.

ANCHORAGE, MSC	
Anchorage	99502–99540
Anchor Point	99556
Big Lake	99652
Chickaloon	99674
Chitina	99566
Chugiak	99567
Clam Gulch	99568
Cooper Landing	99572
Copper Center	99573
Eagle River	99577
Elmendorf AFB	99506
Fort Richardson	99505
Gakona	99586
Girdwood	99587
Glennallen	99588
Homer	99603
Hope	99605
Houston	99694
Indian	99540
Kasilof	99610
Kenai	99611
Moose Pass	99631
Nikiski	99635
Ninilchik	99639
Palmer	99645
Seward	99664
Soldotna	99669
Sterling	99672
Sutton	99674
Talkeetna	99676
Trapper Creek	99683
Valdez	99686
Wasilla	99687
Whittier	99693
Willow	99688

FAIRBANKS, MSC	
Anderson	99744
Badger	99711
Cantwell	99729
Circle	99733
Clear	99704
Coldfoot	99701
Delta Junction	99737
Denali Nat'l Park	99755
Dot Lake	99737
Eielson AFB	99702
Ester	99725
Fairbanks	99701
Fort Wainwright	99703
Healy	99743
Manley Hot Springs	99756
Nenana	99760
North Pole	99705
Northway	99764
Paxson	99737
Prudhoe Bay	99734
Salcha	99714
Steese	99710
Tanacross	99776
Tetlin	99779
Tok	99780

JUNEAU, MSC	
Auke Bay	99821
Douglas	99824
Haines	99827
Juneau	99801–99803
Ketchikan	99901
Mendenhall	99801
Petersburg	99833
Sitka	99835
Skagway	99840
Ward Cove	99928
Wrangell	99929

—Rates & Classification Dept., 11–6–86.

EAS PERFORMANCE EVALUATION PROGRAM
FY 1987 MERIT MATRIX FOR EMPLOYEES IN EAS GRADES 1-19

WHEN PERFORMANCE RATING IS:	and, WHEN BASIC SALARY PRIOR to INCREASE is at STEP: (MIDPOINT)								
	1	2	3	4	5	6	7	8	9 or above
OUTSTANDING	2 Steps	2 Steps	2 Steps	2 Steps	1 Step Plus 1 Step in Lump Sum	1 Step Plus 1 Step in Lump Sum	Step Plus 1/2 Step in Lump Sum	1 Step Plus 1/2 Step in Lump Sum	2/3 Step in Lump Sum
VERY GOOD	1 Step Plus 1/4 Step in Lump Sum	1 Step Plus 1/4 Step in Lump Sum	1 Step Plus 1/4 Step in Lump Sum	1 Step Plus 1/4 Step in Lump Sum	1 Step Plus 1/4 Step in Lump Sum	1 Step	Step	1 Step	1/2 Step in Lump Sum
GOOD	1 Step	1 Step	1 Step	1 Step	1 Step	1 Step	1 Step	1 Step	1/3 Step in Lump Sum
SATISFACTORY	1 Step	1 Step	1/3 Step in a Lump Sum						No Increase
UNACCEPTABLE	No Increase								

TO use the chart:

1. Locate the person's performance rating.
2. Determine the persun's salary step prior to the merit increase, and go across to the appropriate block.

CHART 1 EAS PERFORMANCE EVALUATION PROGRAM
STEP INCREMENT AND LUMP SUM PAYMENTS
EFFECTIVE JULY 19, 1986 (PP 16-86)

EAS GRADE	1 STEP INCREMENT	2 STEP INCREMENTS	2/3 STEP INCREMENT (Lump Sum)	1/2 STEP INCREMENT (Lump Sum)	1/3 STEP INCREMENT (Lump Sum)	1/4 STEP INCREMENT (Lump Sum)
1	$387	$774	$258	$194	$129	$97
2	408	816	272	204	136	102
3	430	860	287	215	143	108
4	460	920	307	230	153	115
5	482	964	321	241	161	121
6	511	1,022	341	256	170	128
7	570	1,140	380	285	190	143
8	603	1,206	402	302	201	151
9	639	1,278	426	320	213	160
10	672	1,344	448	336	224	168
11	720	1,440	480	360	240	180
12	794	1,588	529	397	265	199
13	835	1,670	557	418	278	209
14	886	1,772	591	443	295	222
15	941	1,882	627	471	314	235
16	990	1,980	660	495	330	248
17	1,101	2,202	734	551	367	275
18	1,165	2,330	777	583	388	291
19	1,231	2,462	821	616	410	308
EPM GRADE	EAS A-E POSTMASTERS					
A-51	$131	NA	NA	NA	$44	NA
B-52	197	NA	NA	NA	66	NA
C-53	263	NA	NA	NA	88	NA
D-54	329	NA	NA	NA	110	NA
E-55	394	NA	NA	NA	131	NA

EAS PERFORMANCE EVALUATION PROGRAM
FY 1987 MERIT MATRIX for EMPLOYEES in EAS GRADES 20 and ABOVE

WHEN PERFORMANCE RATING IS:	and, WHEN BASIC SALARY as a PERCENT of MIDPOINT PRIOR to INCREASE is: (MIDPOINT)					
	Min	91%	97%	103%	109%	Max or above
OUTSTANDING	8%	7%	6%	5%	4% Basic up to max. Balance in Lump Sum up to 2% of maximum.	2% in Lump Sum
VERY GOOD	5%	4%	3%	3%	3% Basic up to max. Balance in Lump Sum up to 1.5% of maximum.	1.5% in Lump Sum
GOOD	4%	3%	2%	2%	1.5% Basic up to max. Balance in Lump Sum up to 1% of maximum.	1% in Lump Sum
SATISFACTORY	1%	1%	1% in a Lump Sum			0%
UNACCEPTABLE	No Increase					

Merit increase and lump sum amounts will be computed automatically by the EI.RIC, based on the employee performance evaluation ratings. However, if you wish to calculate those amounts manually for record purposes, to use as a frame of reference in discussions with employees, etc., refer to Charts 2 and 3 on page 13.

CHART 2

EAS PERFORMANCE EVALUATION PROGRAM
SALARY RANGES FOR REGULAR PROCESS MERIT INCREASE MATRIX
EFFECTIVE JULY 19, 1986 (PP 16-86)

1. Match employee's grade and BASIC salary to appropriate column in Chart 2, then go to Chart 3, below:

EAS GRADE	A Minimum (Basic) to Less Than 91.0%	B 91.0% to Less Than 97.0%	C 97.0% to Less Than 103.0%	D 103.0% to Less Than 109.0%	E 109.0% and Less Than Maximum	F Maximum or Above
20	32,209 - 34,419	34,420 - 36,689	36,690 - 38,958	38,959 - 41,228	41,229 - 43,441	43,442 and above
21	33,789 - 36,139	36,140 - 38,522	38,523 - 40,905	40,906 - 43,288	43,289 - 45,640	45,641 and above
22	35,448 - 37,946	37,947 - 40,448	40,449 - 42,950	42,951 - 45,452	45,453 - 47,950	47,951 and above
23	37,171 - 39,841	39,842 - 42,468	42,469 - 45,095	45,096 - 47,722	47,723 - 50,394	50,395 and above
24	38,940 - 41,827	41,828 - 44,585	44,586 - 47,342	47,343 - 50,100	50,101 - 52,990	52,991 and above
25	40,834 - 43,917	43,918 - 46,813	46,814 - 49,708	49,709 - 52,604	52,605 - 55,689	55,690 and above
26	43,130 - 46,112	46,113 - 49,152	49,153 - 52,193	52,194 - 55,233	55,234 - 58,199	58,200 and above
27	45,479 - 48,416	48,417 - 51,608	51,609 - 54,801	54,802 - 57,993	57,994 - 60,915	60,916 and above

CHART 3

FY 1987 EAS PERFORMANCE EVALUATION PROGRAM MERIT INCREASE MATRIX

2. Match employee's merit rating with applicable column (A - F) from Chart 2 to determine merit increase percentage:

Merit Rating	A Percentage to Be Applied	B Percentage to Be Applied	C Percentage to Be Applied	D Percentage to Be Applied	E Percentage to Be Applied	F Percentage to Be Applied
OUTST.	8.0% Basic	7.0% Basic	6.0% Basic	5.0% Basic	4.0% Basic *	2.0% Lump Sum
V GOOD	5.0% Basic	4.0% Basic	3.0% Basic	3.0% Basic	3.0% Basic **	1.5% Lump Sum
GOOD	4.0% Basic	3.0% Basic	2.0% Basic	2.0% Basic	1.5% Basic ***	1.0% Lump Sum
SATIS.	1.0% Basic	1.0% Basic	1.0% Lump Sum	1.0% Lump Sum	1.0% Lump Sum	0.0%
UNACC.	No Increase	No Increase	No Increase	No Increase	No Increase	No Increase

* 2.0% Basic increase up to maximum, then balance, up to 2% of maximum, in a lump sum.

** 3.0% Basic increase up to maximum, then balance, up to 1.5% of maximum, in a lump sum.

*** 1.5% Basic up to maximum, then balance, up to 1% of maximum, in a lump sum.

TRAVEL BY POSTAL SERVICE VEHICLES OR GSA-CONTRACTED OR GSA-OWNED VEHICLES

Section 424, Handbook F–10, *Travel,* is repeated in part to remind employees of the proper usage of vehicles; and completion of Form 494 to assure the correct allocation of expenses. Section 424.32 is expanded to reflect changes to Form 2556.

424 Travel by Postal Service or GSA-Contracted or GSA-Owned Vehicles

424.1 When to use a Postal Service or GSA-Contracted or GSA-Owned Vehicle

.11 When it is advantageous to the Postal Service for you to travel by automobile, you are expected to use Postal Service-owned vehicles, GSA-contracted vehicles, or GSA-owned vehicles. If you have made a reasonable effort in advance to obtain a Postal Service-owned or GSA-contracted or GSA-owned vehicle and no such vehicle is available, the Postal Service may authorize the use of your privately owned vehicle (POV).

.12 Only the appropriate approving official may authorize the use of a Postal Service or GSA-contracted or owned vehicle. (See Appendix A, Part II, for approving authority.)

424.2 Using a GSA-Contracted Vehicle

.21 GSA has contracted with car rental companies to obtain less costly Government rates. Use of a GSA-contracted vehicle should be limited to short-term use, i.e., daily or weekly usage. You can find information relating to Government-contract rentals in the Ground Transportation section of the Federal Travel Directory.

.22 The appropriate approving official may authorize use of a GSA-contracted vehicle after determining there is no vehicle owned or leased by the Postal Service available.

424.3 Using a GSA-Owned Vehicle

.31 Monthly basis. You may only obtain a GSA Interagency Motor Pool System (IMPS) vehicle on a monthly basis. For information about leasing a GSA-owned vehicle, contact the Motor Equipment Services Division of the appropriate GSA regional office servicing your installation. You must complete GSA Form 494, *Monthly Motor Vehicle Use Record,* which is a two-part form. GSA provides one two-part Form 494 per vehicle to the vehicle user each month. The forms are preprinted with the same pertinent data (tag number, region number, motor pool number, and Billing Office Address Code number [BOAC].

.32 Completing Form 494. You must complete Form 494 at the end of each month and return the first part to GSA for processing by entering the following information:

a. 185000 as the BOAC (Billing Office Address Code) in block 7.
b. The Expense Account 52453 in the Bldg/Acct. block 9.
c. Your finance number in the Project No. block 10.

You must submit the second part of Form 494 to the St. Louis Postal Data Center for verification of the billing charges GSA subsequently submits to them via SIBAC (Simplified Intragovernmental Billing and Collection). Keep a photocopy of the form in your office for reference.

.33 Completing Form 2556, Motor Pool Service Charges and Adjustment Record. You must complete Form 2556 by signing in the appropriate signature block. Keep a photocopy of the form in your office for reference.

(Exhibits 4–1 and 4–2 on page 15 are samples of Forms 494 and 2556 properly filled out, illustrating the five-digit Expense Account [52453] in the Bldg/Acct. Number block and the six-digit finance number in the Project No. block.)

—Dept. of the Controller, 11–6–86.

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Products
NC, Statesville 28677–8503	The Business Opportunity Club, 1107 Crawford Road.	Membership in a Business Opportunity Club.
NC, Troutman 28166–9641	The Business Opportunity Club, 426 West Avenue.	Membership in a Business Opportunity Club.
CA, Coulterville 95311–0001	Cold Chip, P.O. Box 1	The marketing and sale of Cold Chip.
TX, Amarillo 79105–5285	Traders Unlimited, Inc., 1510 West 15th, P.O. Box 15285.	A multi-level program.

False Representation & Lottery. Enforced by Postmaster at city listed.

State/city	Name covered	Product
IL, Medinah 60157–0370	Charles Associates, P.O. Box 370	A multi-level marketing program.

—Judicial Officer, 11–6–86.

MONTHLY MOTOR VEHICLE USE RECORD *(IMPORTANT: SEE REVERSE OF CUSTOMER COPY FOR INSTRUCTIONS)*

1. FOR THE MONTH OF | 2. DATE OF REPORT

3. FLEET MANAGEMENT CENTER

4. ADDRESS NO. ▶

5. CUSTOMER ADDRESS

6. REGION | FLEET MANAGEMENT OFFICE

7. BOAC NO.	8. FUND CODE	9. BUILDING ACCOUNT NO.	10. PROJECT NO.	11. VEH. CLASS	12. TAG NO.	13. ENDING MILEAGE (Excluding Tenths)
185000		52453	104521			

SAMPLE

14. SIGNATURE FOR CUSTOMER AGENCY | 15. TELE NO. ▶ | 16. DATE

GENERAL SERVICES ADMINISTRATION — CUSTOMER COPY — GSA FORM 494 (REV. 4-84)

09/17/86 **G S A F O R M 2 5 5 6** 10:41:12

M I S C C H A R G E S & A D J U S T

TAG	CUSTOMER	FUND CODE	TRANS DATE
G32-00803	11-11-00-B10080-080		09/86

ACCT 1 ACCT 2

SALES CODE	CREDIT	DAYS USED	COST ACCT	MILES
V3			161	0

DESCRIPTION: BENT FENDER
SCRATCHED HOOD
LOST BUMPER

SAMPLE

TOTAL AMOUNT $500.00

TRANSACTION ENTERED BY : W008

SIGNATURE FOR RECEIVING AGENCY_____DATE _____

SIGNATURE FOR FMC_____DATE _____

INCREASES IN TRAVEL PER DIEM RATES

Effective November 6, 1986, per diem rates for authorized travel within the contiguous United States will be based on high cost or average cost locality quarterly per diem rates. The following key cities and/or areas are classified as high cost localities (all other cities are classified as average cost localities):

High Cost Localities

State/City Locality [1]	County and/or other defined location [2 3]
California:	
Los Angeles	Los Angeles, Kern, Orange & Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station, China Lake.
Sacramento	Sacramento.
San Diego	San Diego.
San Francisco	San Francisco, Alameda, Contra Costa and Marin.
San Jose	Santa Clara.
San Mateo	San Mateo.
Colorado:	
Aspen	Pitkin.
Boulder	Boulder.
Denver	Denver, Adams, Arapahoe and Jefferson.
Vail	Eagle.
Connecticut:	
Hartford	Hartford and Middlesex.
District of Columbia:	
Washington, DC	Cities of Alexandria, Falls Church and Fairfax; Counties of Arlington, Loudon and Fairfax in Virginia; and Counties of Montgomery and Prince Georges in Maryland.
Florida:	
Miami	Dade and Monroe.
Georgia:	
Atlanta	Clayton, De Kalb, Fulton and Cobb.
Illinois:	
Chicago	DuPage, Cooke and Lake.
Louisiana:	
New Orleans	Parishes of Jefferson, Orleans, Plaquemines and St. Bernard.
Massachusetts:	
Andover	Essex.
Boston	Middlesex, Norfolk, Suffolk.
Martha's Vineyard/ Nantucket.	Duke and Nantucket.
Nevada:	
Las Vegas	Clark County; Nellis AFB.
New Jersey:	
Atlantic City	Atlantic.
New York:	
New York City	Burroughs of Bronx, Brooklyn, Manhattan, Queens and Staten Island; Nassau and Suffolk Counties.
White Plains	Westchester.
Ohio:	
Cleveland	Cuyahoga.
Pennsylvania:	
Philadelphia	Philadelphia County; City of Bala Cynwyd in Montgomery County.
Rhode Island:	
Newport	Newport.

High Cost Localities—Continued

State/City Locality [1]	County and/or other defined location [2 3]
South Carolina:	
Hilton Head	Beaufort.
Texas:	
Dallas/Fort Worth	Dallas and Tarrant.
Houston	Harris County; L.B. Johnson Space Center and Ellington AFB.
Washington:	
Seattle	King.

Notes:

[1] A city locality is defined as all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries.

[2] A county is defined as all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the city and the listed counties.

[3] Military installations or Government-related facilities (whether or not specifically named) that are located partially within the city or county boundary shall include all locations that are geographically part of the military installation or Government-related facility, even though part(s) of such activities may be located outside the defined per diem locality.

Handbook, F–10, *Travel*, Appendix B, Reimbursement Rates, Section II, Per Diem Rates will be modified as indicated below (there are no changes to Postal Service lodging policy):

If Lodging is Required

When the traveler is in a travel status and lodging is requried, per diem will be allowed at a rate of $8.25 per 6-hour segment or fraction thereof for travel to locations identified as high cost localities. Travel to all other localities will be paid at a rate of $7.00 per 6-hour segment or fraction thereof. For segments where travel occurs within both high and average cost localities, the traveler determines the per diem rate for the segment based upon where the majority of time was spent during that segment.

If Lodging is not Required

When lodging is not required and the traveler is in a travel status for more than 10 consecutive hours and less than 24 hours, per diem is allowed at a rate of $6.26 per 6-hour segment or fraction of it—based on the elapsed time. For example, if a traveler departs from the official duty station at 6:30 a.m. and returns at 6:10 p.m., the total time elapsed is 11 hours and 40 minutes. In this example, the traveler will be entitled to two periods of per diem—for the one full 6-hour period and a fraction of a second 6 hour period (5 hours, 40 minutes)—at the rate of $6.25 per period.

Special Situations

When meals and/or lodging are furnished at no charge or nominal fee by a Federal Govern-

ment agency, private company, etc., at a temporary duty station, meeting, conference, or training session, the per diem will be appropriately reduced as follows:

	Breakfast	Lunch	Dinner
High Cost Localities.....	$5.00	$6.00	$14.00
Other Localities .	$4.00	$5.00	$12.00

Juror Expense Allowance

The exact amount of the juror expense allowance which you may keep is figured by multiplying the per diem rate per quarter by the number of quarters during which you perform jury service, whether or not the jury services extend over a 24-hour period. Following is an example:

You receive an expense allowance of $45.00 for serving as juror from 9:00 a.m. to 4:30 p.m. on Monday and Tuesday and from 9:00 a.m. to 11:30 a.m. on Wednesday. Using a per diem rate of $6.25 per quarter, calculate the amount that you are entitled to keep as follows:

Monday	—2 per diem quarters = $6.25 × 2 =	$12.50
Tuesday	—2 per diem quarters = $6.25 × 2 =	$12.50
Wednesday	—1 per diem quarter = $6.25 × 1 =	$6.25
	Total per diem amount allowed by the Postal Service	$31.25
	Total paid by court	$45.00
	Amount that you must repay to the Postal Service	$13.75

These changes will be reflected in a future revision to Handbook F-10.

—Dept. of the Controller, 11-6-86.

Travel—Per Diem and Lodging Rate Changes

Currently, per diem and lodging rates for travel to Alaska, Hawaii, Puerto Rico and U.S. possessions are governed by the rates published by the Department of Defense Travel and Transportation Allowance Committee (and subsequently announced in POSTAL BULLETINS).

Effective immediately, travelers to those areas will have the choice of claiming reimbursements in accordance with current policy *or* the following:

—actual lodging expenses, and

—quarterly per diem at the same rate as travel in the contiguous United States (See part 642 of Handbook F-10, *Travel*). **Note:** Alaska, Hawaii, Puerto Rico and U.S. possessions are considered "high cost" localities for the purpose of determining the quarterly per diem rate.

Once the trip has begun, the rate selected applies for the entire trip. Claims will not be allowed that change from one method to the other during the travel period. Further, the actual lodging rate stipulation is governed by reasonableness. Officials who approve travel vouchers have authority to disallow unreasonable lodging claims.

This per diem and lodging rate change is effective as of the date of this POSTAL BULLETIN. The next edition of Handbook F-10, *Travel*, will incorporate these changes.

—Dept. of the Controller, 11-6-86.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 178

Keep all foreign order notices for use as reference.

Final Order: The tentative Order issued against the following has become final:

CANADA

Statesmen Club
P.O. Box 2079
Vancouver, B.C.
Canada V6B 4Y5

and

Statesmen Club
P.O. Box 5400

and

Records Division
P.O. Box 5400
Vancouver, B.C.
Canada V6B 5B2

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10199-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.*—Judicial Officer, 11-6-86.*

Pile sacks evenly to avoid damage and to conserve space

EXPRESS MAIL INTERNATIONAL SERVICE—CAYMAN ISLANDS

New Service

Effective November 26, 1986, On Demand and Custom Designed Service will be available to the Cayman Islands.

Following are the basic features of Express Mail International Service to the Cayman Islands.

Services Available

Custom Designed
On Demand

Note: In the Cayman Islands, Express Mail International Service is called Express Mail Service.

Weight and Size Limits

Maximum weight—44 pounds (20 kilograms);
Maximum length—36 inches (900 millimeters);
Maximum combined length and girth—79 inches (2 meters).

Areas Served

Express Mail Service is available ONLY to the areas of Georgetown and Seven Mile Beach.

Delivery

Delivery will be made Monday through Friday to Post Office Boxes only since there is no delivery of mail in the Cayman Islands. Within two hours of receipt in the Cayman Islands, the addressee will be telephoned and advised that there is an Express Mail shipment waiting to be picked up at the post office. If the addressee does not have a telephone, a notice will be placed in his post office box.

No Service Guarantee

Customers must be told that there is no service guarantee on any Express Mail International Service.

Country Code: KY

Numerical Data Entry Code: 58

Custom Designed Initial Shipment Date

The initial shipment date (Item 3 of Form 5637, *Express Mail Service Leg*) for Custom Designed Service agreements should be 17 days after the date one copy of the agreement is sent to:

Postmaster General
General Post Office
Grand Cayman
Cayman Islands

Acceptable Items

Any item admissible in international mail to the Cayman Islands is admissible in the Express Mail International Service to the Cayman Islands. See the *Country Conditions for Mailing* for the Cayman Islands in the INTERNATIONAL MAIL MANUAL for specific prohibitions and restrictions.

Acceptable Items and Customs Declaration

Items	Customs form required endorsement
Correspondence, business papers, and computer data.	Form 2976, *Customs—Douane C1.*
Merchandise samples without commercial value.	Form 2976, *Customs—Douane C1.*
Merchandise or any item subject to customs duty.	Form 2966A, *Parcel Post Customs Declaration.*

Rates

Pounds (up to and including)	On demand	Custom designed
1	$23.00	$31.00
2	26.80	34.80
3	30.60	38.60
4	34.40	42.40
5	38.20	46.20
6	42.00	50.00
7	45.80	53.80
8	49.60	57.60
9	53.40	61.40
10	57.20	65.20
11	61.00	69.00
12	64.80	72.80
13	68.60	76.60
14	72.40	80.40
15	76.20	84.20
16	80.00	88.00
17	83.80	91.80
18	87.60	95.60
19	91.40	99.40
20	95.20	103.20
21	99.00	107.00
22	102.80	110.80
23	106.60	114.60
24	110.40	118.40
25	114.20	122.20
26	118.00	126.00
27	121.80	129.80
28	125.60	133.60
29	129.40	137.40
30	133.20	141.20
31	137.00	145.00
32	140.80	148.80
33	144.60	152.60
34	148.40	156.40
35	152.20	160.20
36	156.00	164.00
37	159.80	167.80
38	163.60	171.60
39	167.40	175.40
40	171.20	179.20
41	175.00	183.00
42	178.80	186.80
43	182.60	190.60
44	186.40	194.40

This revision will be included in a future issue of the INTERNATIONAL MAIL MANUAL, Handbook DM–201, *Express Mail Service,* and Publication 273, *Express Mail International Service Guide.*

—Marketing Dept., 11–6–86.

EXPRESS MAIL INTERNATIONAL SERVICE—JAPAN

Changes:

New Service

Effective immediately, On Demand service is available to Japan, in addition to the Custom Designed service already offered.

New Acceptable Items

Merchandise samples and computer media (magnetic tapes, magnetic disks, and microfilm) may now be sent by Express Mail International Service to Japan.

Following are the basic features of Express Mail International Service to Japan.

Services Available

Custom Designed
On Demand

Note: In Japan, Express Mail International Service is called Business Mail.

Weight and Size Limits

Maximum weight—22 pounds (10 kilogams);
Maximum length—24 inches (600 millimeters);
Maximum combined length and girth—36 inches (900 millimeters).

Areas Served

All locations in Japan.

Delivery

Monday through Saturday noon. No deliveries on Saturday afternoon, Sunday, or holidays. Delivery of merchandise samples may take up to 24 hours longer than other items.

No Service Guarantee

Customers must be told that there is no service guarantee on any Express Mail International Service.

Country Code: JA

Numerical Data Entry Code: 7

Custom Designed Initial Shipment Date

The initial shipment date (Item 3 of Form 5637, *Express Mail Service Leg*) for Custom Designed Service agreements should be 17 days after the date one copy of the agreement is sent to:

Chief of International Services
Attention: Business Mail Service
Ministry of Posts and Telecommunications
3–2, Kasumigaseki 1 chome
Chiyoda-ku
Tokyo 100, JAPAN.

Acceptable Items

1. *Business Documents,* including commercial papers, computer cards, punched paper tape, shipping documents and check clearances between financial institutions, and

2. *Merchandise Samples,* including magnetic tapes, magnetic disks, microfilm and samples of merchandise, not exceeding 100,000 yen in value. Merchandise, money remittances and negotiable papers are strictly prohibited. See the *Country Conditions for Mailing* for Japan in the INTERNATIONAL MAIL MANUAL for specific prohibitions and restrictions.

Acceptable Items and Customs Declaration

Items	Customs Form/Required Endorsement
Correspondence, business papers, computer cards, check clearances.	No form required. Endorse items "Business Papers."
Merchandise samples without commercial value, magnetic tapes and disks, microfilm.	Form 2976, *Customs—Douane C1,* or Form 2966A, *Parcel Post Customs Declaration.*

Rates

Pounds (up to and including)	On demand	Custom designed
1	$23.00	$31.00
2	28.90	36.90
3	34.80	42.80
4	40.70	48.70
5	46.60	54.60
6	52.50	60.50
7	58.40	66.40
8	64.30	72.30
9	70.20	78.20
10	76.10	84.10
11	82.00	90.00
12	87.90	95.90
13	93.80	101.80
14	99.70	107.70
15	105.60	113.60
16	111.50	119.50
17	117.40	125.40
18	123.30	131.30
19	129.20	137.20
20	135.10	143.10
21	141.00	149.00
22	146.90	154.90

This revision will be included in a future issue of the INTERNATIONAL MAIL MANUAL, Handbook DM–201, *Express Mail Service,* and Publication 273, *Express Mail International Service Guide.*

—Marketing Dept., 11–6–86.

EXPRESS MAIL INTERNATIONAL SERVICE—TURKEY

Express Mail International Service to Turkey is now available to additional cities. The following is the complete list of cities to which Express Mail International Service is now available:

City	Postal Code
Adana	01000
Adapazari	54000
Afyon	03000
Akcay*	10390
Alanya*	07400
Aliaga*	35800
Altinoluk Iskelesi*	10870
Altinova*	10280
Amasya	05000
Anamur*	33630
Ankara	06000
Antakya*	31000
Antalya	07000
Aydin	09000
Ayvalik*	10400
Balikesir	10000
Bandirma	10200
Bergama*	35700
Bodrum	48400
Bolu	14000
Burdur	15000
Burhaniye*	10700
Bursa	16000
Canakkale	17000
Cankiri	18000
Cesme*	35930
Cesme Ilica*	35940
Corum	19000
Darica	41700
Datca*	48900
Denizli	20000
Derince	41900
Dikili*	35980
Diliskelesi	41810
Diyarbakir	21000
Duzce	14310
Edirne	22000
Edremit*	10300
Erdemli*	33730
Erzurum	25000
Eskisehir	26000
Fethiye*	48300
Finike*	07740
Foca*	35680
Gaziantep	27000
Gazipasa*	07900
Gebze	41400
Giresun	28000
Hereke	41800
Iskenderun	31200
Isparta	32000
Istanbul	34000
Izmir	35000
Izmit	41000
Karabuk	67200
Kas*	07580
Kastamonu	37000
Kayseri	38000
Kemer*	07980
Kirazliyali	41750
Kirsehir	40000
Konya	42000
Koycegiz*	48800
Kumluca*	07350
Kusadasi	09400
Malatya	44000
Manavgat	07600
Manisa	45000
Marmaris*	48700
Mersin (Icel)	33000
Milas*	48200
Mugla*	48000
Nazilli*	09800
Nigde	51000
Ordu	52000
Rize	53000
Samsun	55000
Sapanca	54600
Selcuk	35920
Side*	07330
Silifke*	33940
Soke*	09200
Tarsus	33400
Tavsanli	41820
Tekirdag	59000
Tokat	60000
Trabzon	61000
Tutunciftlik	41780
Tuzla	81700
Van	65000
Yarimca	41700
Zonguldak	67000

*New Additions.

This revision will be included in a future issue of the INTERNATIONAL MAIL MANUAL, Handbook DM–201, *Express Mail Service,* and Publication 273, *Express Mail International Service Guide.*

—Marketing Dept., 11–6–86.

Postage Meter Records

Postmasters must provide Form 3602–A, *Daily Record of Meter Register Readings,* to postage meter users. Although meter licensees are no longer required to maintain a Form 3602–A as a condition of keeping their licenses, they must be encouraged to do so. This form aids in the discovery of meter malfunctions and subsequent adjustments. Some meter users are having to rely on meter manufacturers for this postal form.

Use Form 7380, *Supply Center Requisition,* to order Form 3602–A for postage meter users.

—Rates & Classification Dept., 11–6–86.

ZIP Code 27858 for Greenville NC

ZIP Code 27858 was established in Greenville NC as a delivery area ZIP Code in July 1986. Some commercial mailers have changed the post office name of Greenville NC to Pactolus NC in conjunction with the activation of this ZIP Code. Pactolus is a name associated with a discontinued Post Office and is not to be used with ZIP Code 27858. Mailers must change their data files to indicate the name Greenville NC with ZIP Code 27858.*—Office of Address Information, 11–6–86.*

BUY U.S. SAVINGS BONDS

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21589 article.

476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
515,790,190 to 0,230
515,892,011 to 2,020
516,649,101 to 9,200
516,882,201 to 2,300
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
520,736,961 to 7,000
522,798,708 to 8,800
523,727,009 to 7,100
525,483,962 to 4,000
525,774,402 to 4,600
525,871,401 to 0,500
526,389,501 to 9,600
526,389,972 to 390,000
528,910,726 to 0,900
530,756,618 to 6,700
531,847,601 to 7,700
531,856,401 to 0,500
532,013,666 to 3,700
532,401,823 to 1,900
532,464,390 to 4,600
532,883,490 to 0,500
533,820,480 to 0,496
533,820,501 to 0,599
536,606,101 to 6,300
537,417,901 to 8,000
537,781,201 to 1,600
537,614,901 to 5,600
539,989,721 to 9,800
539,991,061 to 1,100

Copyright material has been deleted; not available for Microfiche Edition.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21591** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

009567	105062	303734	335252	411001	620019	741401	784118	921362
010051	109121	303748	335274	432132	620020	741420	787327	921492
010059	109124	303775	335553	441005	631185	741507	787391	921507
014300	110028	303817	335590	451002	631300	741537	794130	922059
014390	111061	314544	335597	452302	631337	750029	794195	924096
018164	112311	317120	336010	454150	631349	752519	799155	926616
018188	113080	325124	336011	462061	641236	752523	809028	926647
018193	115835	328149	336018	462177	641252	752572	809033	926827
019033	117126	328159	336023	468041	641253	752607	832107	926862
021064	132115	328166	336026	486031	641263	752611	836100	926911
021282	142153	329073	336092	503167	641267	752620	841243	927399
021330	170091	331621	336158	503170	641271	761021	844008	927403
021388	191436	331688	336168	522005	641281	761234	850049	937038
021486	193129	331782	336284	524064	641283	761316	850050	937099
060033	193139	333312	336285	524066	641291	770010	850441	941270
065080	207016	333759	336304	544200	641293	770475	856010	946075
069208	212237	334033	336360	549052	641301	770526	856027	948032
070548	212244	334110	336365	551195	641307	772072	901091	949030
070550	212272	335007	337027	591180	641318	772197	901121	950145
071496	280039	335024	337151	600029	641333	772250	901489	951229
071567	282221	335043	339002	600073	641354	772265	901588	968178
076085	282242	335078	339012	600501	641364	777101	901614	968209
089083	282246	335088	339307	600613	658136	780030	902207	968215
100832	283134	335098	358150	601239	701558	780031	902361	968220
101035	296108	335144	374091	601241	708280	780033	910201	968221
101117	296141	335145	386012	601604	711253	780049	910204	968227
101118	297009	335146	402245	602011	711315	780055	910210	968229
101161	303443	335167	402253	605417	731263	780056	910213	972188
101298	303583	335198	402281	607115	731301	782226	913365	972290
101338	303592	335200	402308	607571	731348	782278	913441	974045
101454	303601	335204	405060	607599	740011	782298	917531	992032
101525	303659	335214	405066	620012	741383	782335	917650	992171
101673	303688	335215	405067	620013	741399	782342	917680	997107

—Marketing Dept., 11-6-86.

If the address on your mailing label of *Postal Life* or *Postal Leader* is incorrect, complete Form 1216, *Employee's Current Mailing Address.* This form is available from your Personnel Office. Return the completed form to your Personnel Office for processing. No other form can be used for this purpose.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21589 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21470 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
271 186 6453 to 6463
279 022 5467 to 5499
280 255 8618 to 8647
281 496 8376 to 8399
282 336 2000 to 2499
282 532 1100 to 1199
283 368 9471 to 9499
283 369 1800 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru 297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru 300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
301 424 3477 to 3499
302 000 0000 thru 302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 116 6533 to 7499
349 389 9242 to 9299
349 615 0000 to 0099
349 910 0000 to 0399
350 251 5100 to 5199
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 257 2100 to 2199
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
361 974 6812 to 6999
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
363 965 7892 to 7999
364 467 6102 to 6199
364 826 1081 to 1099
365 512 9428 to 9499
365 693 4200 to 4299
365 842 7960 to 7999
365 997 7565 to 7699
366 205 2072 to 2099
366 772 6702 to 6799
366 998 7669 to 7681
367 303 6006 to 6099
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
367 519 6700 to 6899
368 371 3923 to 3999
368 730 7825 to 7899
368 854 6200 to 6299
369 674 8141 to 8199
369 718 3783 to 3799
370 193 8257 to 8299
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition*, to the Eastern Area Supply Center, Somerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21593

UNITED STATES POSTAL SERVICE

postal bulletin

Published Since March 4, 1880

PB 21593—November 13, 1986—16 Pages

Reminder

Form 2966B, *Parcel Post Customs Declaration and Dispatch Note*

As the holiday season approaches, please remember that problems are occurring with Form 2966B, *Parcel Post Customs Declaration and Dispatch Note* (Feb. 1985). The clear plastic envelope is defective. This causes the customs forms to separate from the parcel during mail processing.

To alleviate this problem, all acceptance employees should follow these procedures when using Form 2966B:

1. Ensure that the completed customs forms are inside the envelope.
2. Peel off the backing sheet and affix the envelope to the parcel.
3. Reinforce the envelope by placing adhesive tape on all four sides.

The next edition of Form 2966B will correct any problems.

—Rates & Classification Dept., 11–13–86.

Delivery of Express Mail Shipments on Weekends

Under no circumstances should an office establish, publish or communicate to another office an exception to its current Express Mail network regarding weekend delivery. Express Mail service is available 365 days (including weekends and holidays).

Establishing and publicizing a restricted network for delivering Express Mail shipments on weekends is contrary to postal policy and violates our service commitment of overnight delivery, seven days a week.

All three-digit destination offices must have procedures to provide service in those areas where resources are limited. An attempt must be made to provide the customer the level of service expected or promised.

—Marketing Dept., 11–13–86.

Returned Check Surcharge

Customer complaints concerning the application of our policy on the returned check surcharge from postal unit to postal unit have been received.

The surcharge, $10 or more, if provided by state law, must be added to the amount of the returned check when seeking collection.

—Dept. of the Controller, 11–13–86.

P1.3:

14-Cent National Guard Postal Card

The 14-cent National Guard commemorative postal card will be placed on sale December 12, 1986, in Boston, MA. This postal card commemorates the 350th anniversary of the National Guard.

Do Not Sell Before December 13, 1986

NEWARK PUBLIC
DEC 2
U. S. GOVT.
DEPOSITOR

Copyright material has been deleted; not available for Microfiche Edition.

Supply. An automatic distribution will be made to post offices with philatelic centers only. All other post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand. Post offices with 950 or more units requiring bulk quantities should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities,* to the Government Printing Office using ***item No. 202.*** All other post offices should immediately order from their Stamp Distribution Offices on a separate Form 17A, *Accountable Items Requisition from Stamp Distribution Office.*

—Marketing Dept., 11–13–86.

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All Personnel Processing Mail For Dispatch Abroad

Foreign Order No. 179

Keep all foreign order notices for use as reference.

TENTATIVE ORDER

A tentative *Lottery Order* has been issued against the following:

CANADA

Kenaston International
P.O. Box 82200
474 Macdonald Street
and
Phil Vachon
P.O. Box 82200
474 Macdonald Street
Burnaby, B.C.
Canada V5C 5P7

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10199-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 11-13-86.*

Merchandise Return

A merchandise return permit holder may obtain insured mail service in conjunction with merchandise return service by placing the following printed or rubber stamped endorsement and information on the merchandise return label: "Insurance Desired by Shipper for $ (Value)". The permit holder also must indicate the specific dollar value.

The mailer may indicate the amount of insurance required in handwriting or by any other legible means. There is no requirement for the dollar amount to be printed or handstamped.

When the designated customer presents a merchandise return article at a post office for return to the permit holder, the accepting employee must:

1. Give the insurance receipt to the person mailing the article; and
2. Instruct the customer to keep the receipt as evidence of mailing.

Postal acceptance personnel must be familiar with DOMESTIC MAIL MANUAL 919.513 requirements to avoid problems with mailings of insured merchandise return articles.

—*Rates & Classification Dept., 11-13-86.*

Watch out for the other guy—
He decides whether you live or die

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

8.5-CENT NONPROFIT EMBOSSED STAMPED ENVELOPE

The 8.5-cent *Mayflower* nonprofit embossed stamped envelope will be placed on sale December 4, 1986, in Plymouth, MA. The 8.5-cent denomination meets the new basic rate for authorized nonprofit organization mailings which became effective April 20, 1986. This envelope will be available in sizes 6¾ and 10, regular and window.

Envelopes for the nonprofit rate always have been considered to be precanceled items although they bore no actual precancellation. The 8.5-cent envelope will feature a decorative precancellation in keeping with the issue's nautical theme.

Do Not Sell Before December 5, 1986

Copyright material has been deleted; not available for Microfiche Edition.

Supply: An automatic distribution of both sizes of regular and window envelopes will be made to post offices with authorized philatelic centers. Those postal offices should requisition additional quantities for their regular window transactions.

Post offices with 950 or more revenue units requiring bulk quantities of this envelope must immediately submit Form 3205, *Requisition for Plain Stamped Envelopes,* to the Stamped Envelope Agency, Williamsburg, PA 16693-0500. Item numbers are listed in the chart on page 4. Orders will be filled as quickly as manufacturing and distribution facilities permit. All other post offices are to immediately requisition the envelopes on a separate Form 17A, *Accountable Items Requisition From Stamp Distribution Office,* from their designated Stamp Distribution Office.

Printed Stamped Envelopes. The Mayflower envelope may also be purchased with a preprinted return address. Customers should indicate on Form 3202, *Printed Stamped Envelope Order,* the sizes, item numbers, quantities and cost of envelopes they are ordering. The form, with the correct remittance, should be mailed in a preprinted business reply envelope furnished by the Postal Service or in a plain envelope addressed to the Stamped Envelope Agency, Williamsburg, PA 16693-0500. Payment must be made by check or money order. Prices are shown in the chart on page 5. Postmasters are to provide customers whatever assistance is necessary as they place direct orders for printed stamped envelopes. The envelopes will not be sent to customers before December 4, 1986.

The charts on pages 4 and 5 should be removed from this POSTAL BULLETIN and copied as necessary to provide one price list for plain envelopes and one price list for printed envelopes at each window location. The price list for plain stamped envelopes replaces Notice 17, *Plain Stamped Envelope Price List,* which will not be reprinted or stocked in supply centers as in the past.—*Marketing Dept., 11-13-86.*

DOMESTIC ORDERS

False Representation and/or Lottery. Enforced by Postmasters at cities listed.

State/city	Names covered	Products
CA, Long Beach 90815-0740	City Curb Service (CCS); P.O. Box 15740	The mailing of solicitations in the guise of invoices, bills, or statements of account due pertaining to painting address numbers on curbs.
CA, Stanton 90680-0602	City Curb Service (CCS), P.O. Box 602	The mailing of solicitations in the guise of invoices, bills, or statements of account due pertaining to painting address numbers on curbs.
TX, Dallas 75252-4122	American Way, 17610 Midway Road, Suite 134-406.	A scheme offering loans to the public.

—*Judicial Officer, 11-13-86.*

U.S. POSTAL SERVICE

PLAIN STAMPED ENVELOPE PRICE LIST

October 1986

Kind	Size	Denomination	Item No.	Less Than 500-each	500	1,000
First-Class Rates—Plain						
REGULAR	6¾	22¢	631	27¢	$115.90	$231.80
	10	22¢	131	27¢	117.40	234.80
WINDOW	6¾	22¢	632		116.50	233.00
	10	22¢	132		118.00	236.00
PRECANCELED (Window)	10	22¢	133		118.00	236.00
Nonprofit Rates—Plain						
PRECANCELED	6¾	8.5¢	646		48.40	96.80
(Regular)	10	8.5¢	146		49.90	99.80
PRECANCELED	6¾	8.5¢	647		49.00	98.00
(Window)	10	8.5¢	147		50.50	101.00

SALES AT POST OFFICES

Regular envelopes are available in any quantity.

NONPROFIT ENVELOPES

Only nonprofit organizations or associations authorized under DOMESTIC MAIL MANUAL 623, that hold permits for the mailing of bulk third-class matter, may purchase nonprofit envelopes. Precanceled envelopes are sold only in full box lots of 500.

WINDOW ENVELOPES

Window envelopes are sold only in full box lots of 500. All windows are 1⅛ inches wide and 4¾ inches long. The windows are located ⅝ of an inch from the bottom of the envelope and one inch from the left edge.

ENVELOPE DIMENSIONS

Size No. 6¾ ..... 3⅝" x 6½"
Size No. 10 ..... 4⅛" x 9½"
All dimensions may be plus or minus 1/16"

U.S. POSTAL SERVICE

PRICE LIST FOR PRINTED STAMPED ENVELOPES

October 1986

NONPROFIT ENVELOPES

Only nonprofit organizations or associations authorized under DOMESTIC MAIL MANUAL 623, that hold permits for the mailing of bulk third-class matter, may purchase nonprofit envelopes. Precanceled envelopes are sold only in full box lots of 500.

WINDOW ENVELOPES

Window envelopes are sold only in full box lots of 500. All windows are 1⅛ inches wide and 4¾ inches long. The windows are located ⅝ of an inch from the bottom of the envelope and one inch from the left edge.

ENVELOPE DIMENSIONS

Size No. 6¾	3⅝" x 6½"
Size No. 10	4⅛" x 9½"

All dimensions may be plus or minus 1/16"

PRINTING

Envelopes with printed return addresses are available directly from the U.S. Postal Service, Stamped Envelope Agency, Williamsburg, PA 16693-0500. Please ask window clerk for order form and Notice 18, *Printed Embossed Stamped Envelopes from the USPS.* The return address or other printing may be privately printed on plain stamped envelopes, in any style, provided at least 3½ inches of clear space is left at the right end of the address side of the envelope.

Kind	Size	Denomination	Item No.	500	1,000
First-Class Rates—Printed					
REGULAR	6¾	22¢	631	$119.40	$238.80
	10	22¢	131	120.90	241.80
WINDOW	6¾	22¢	632	120.00	240.00
	10	22¢	132	121.50	243.00
PRECANCELED (Window)	10	22¢	133	121.50	243.00
Nonprofit Rates—Printed					
PRECANCELED	6¾	8.5¢	646	51.90	103.80
(Regular)	10	8.5¢	146	53.40	106.80
PRECANCELED	6¾	8.5¢	647	52.50	105.00
(Window)	10	8.5¢	147	54.00	108.00

Correction

Fiscal Year 1987 EAS Merit Pay Program

Correction to Chart 3, FY 1987 EAS Performance Evaluation Program Merit Increase Matrix. Please correct the following which appeared in POSTAL BULLETIN 21592, 11–6–86, page 13:

Chart 3: Change asterisk (*) footnote from 2.0% to 4.0%.

—Employee Relations Dept., 11–13–86.

DMM Revision

Insurance for Crickets

Payable and Nonpayable Claims

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 149.251d and 149.252l are revised to allow indemnity payment for crickets, which are insured, under certain conditions.

The DMM is revised as follows:

149 Indemnity Claims

.25 Payable and Nonpayable Claims

* * * * *

.251 Payable Claims

d. Death of bees, crickets or baby poultry due to physical damage to the package or delay for which the Postal Service is responsible. In the absence of definite evidence showing responsibility for death of bees, crickets or baby poultry, the Postal Service will be presumed to be at fault if 10 percent or more are dead on delivery, and indemnity will be paid for all dead bees, crickets or poultry; otherwise the Postal Service will not be presumed to be at fault (see 149.252k and 124.63).

* * * * *

.252 Nonpayable Claims

l. The death of honeybees, crickets, and harmless live animals was not the fault of the Postal Service (see 124.63).

* * * * *

These revisions will be included in a future issue of the DMM.

—Rates & Classification Dept., 11–13–86.

Processing Pay Period (PP) 21 Through PP 2, Fiscal Year (FY) 87 Retirements, Regular-Process Employees

The following expands and supercedes the instructions in Part B.4, Retirements, of the "FY 87 EAS Merit Pay Program" article on page 8 of POSTAL BULLETIN 21592, 11–6–86, regarding the processing of retirements of EAS–20 and above employees whose anniversary dates were during PP 21 through PP 2, FY 87 and who retire after their anniversary dates but before January 4, 1987:

1. Employees Already Retired During Pay Periods 21–24, FY 87

Employees in this group who had anniversary dates of PP 21–24, FY 87 must have the necessary adjustments made to annuity amounts and/or pay to reflect merit salary increases and/or lump sums resulting from the evaluation of their FY 86 performance.

For a change to basic salary only, the Form 2452–A, *Performance Evaluation for EAS Employees—General Form,* a Form 50, *Notification of Personnel Action,* correcting element #97, and a Form 2240 pay adjustment for each pay period for which an adjustment is required must be submitted to the servicing ELRIC for review and processing.

For a lump sum only, the Form 2452–A, a copy of the retirement Form 50, if available (otherwise, a copy of the processing worksheet), and a Form 2240 pay adjustment must be submitted to the servicing ELRIC for review and processing.

For changes to basic salary and a lump sum, submit the Form 2452–A, a Form 50 correcting element #97 and a Form 2240 pay adjustment for each pay period for which an adjustment is required to the servicing ELRIC for review and processing.

2. Employees Retiring in Pay Period 25 Through Pay Period 2, FY 87

Attach the Form 2452–A to the Form 50 retirement worksheet submitted to the servicing ELRIC.

If the retirement Form 50 worksheet has already been submitted to the servicing ELRIC in advance of the effective date, send the Form 2452–A to the servicing ELRIC with a note stating "Regular process employee retiring effective ——— with an anniversary date of ———."

—Employee Relations Dept., 11–13–86.

Pile sacks evenly to avoid damage and to conserve space

Copyright material has been deleted; not available for Microfiche Edition.

Issue Date: November 22, 1986
First Day City: Virginia Beach, Virginia
Designer: William H. Bond
Arlington, Virginia
Art Director: Howard D. Paine
Typographer: Bradbury Thompson
Engravers: Edward P. Archer (vignette)
Michael J. Ryan
(lettering and numerals)
Printing Process: Intaglio
Color: Brown
Size: 0.71 x 0.82 inches or
18.03 mm x 20.82 millimeters
Plate Number: Single digit (on every 52nd stamp)
Stamps per coil: 3,000

Bread Wagon Regular Coil Stamp

A late nineteenth century bread wagon will be featured on a new 25-cent coil stamp in the Transportation Series. It is the 26th issue in that series depicting vintage forms of transportation. The 25-cent item is intended for use primarily with stamp vending equipment. It will replace the 25-cent Paul Revere stamp issued in 1965.

The November 22 first day of issue will coincide with the VAPEX philatelic exhibition in Virginia Beach, Virginia.

In the latter decades of the nineteenth century, more and more people moved from rural to urban areas, where most had neither the space nor the facilities to bake bread. Large commercial bakeries sprang up to satisfy the need, and their products were delivered by wagons of the sort depicted on the stamp.

William H. Bond, of Arlington, Virginia, based his pen-and-ink design on archive drawings and photographs. His other design credits include the 14-cent Iceboat and 4.9-cent Buckboard stamps.

Procedures for ordering first day cancellations are as follows:

Customers affixing stamps: Customers are encouraged to purchase the Bread Wagon stamps and affix them to their envelopes. Covers with stamps already affixed will be given preferential service. The stamp will be sold at all Philatelic Centers. Since it is a limited use item, it may be unavailable at post offices that do not have designated philatelic outlets.

Covers should be addressed on the right side at least ⅝ of an inch up from the bottom, with stamps in the upper right corner approximately ¼ inch from the top and right edges. Requests must be postmarked by December 22 and addressed: CUSTOMER-AFFIXED ENVELOPES, BREAD WAGON STAMP, POSTMASTER, VIRGINIA BEACH, VA 23450-9991. No remittance is required.

Postal Service affixing stamps: Except for affixing stamps and addressing orders, follow the procedures above. The cost is 25 cents per envelope, and personal checks in the exact amount will be accepted up to the limit of 50 covers. Orders should be postmarked by December 22 and addressed: BREAD WAGON STAMP, POSTMASTER, VIRGINIA BEACH, VA 23450-9992.

A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 86-30
Remove after December 22

PLEASE POST ON BULLETIN BOARD

SEXUALLY ORIENTED AND PANDERING ADVERTISEMENTS

The following items have been shipped to CAG A–H post offices:

1. Poster 117, *STOP Unsolicited Sexually Oriented Advertisements.*

2. Kit 8, *SOA Consumer Protection Packet,* consisting of:

a. Red outside envelope (9 x 12).
b. Cover letter to postal customers.
c. Publication 307, *Protect Yourself.*
d. Form 2150, *Notice for Prohibitory Order Against Sender of Pandering Advertisement in the Mails.*
e. Form 2201, *Application for Listing Pursuant to 39 USC 3010.*

Display Poster 117 neatly on public bulletin boards (where available) in lobbies of classified retail outlets of CAG A–H offices. Instruct window clerks to distribute Kit 8 only to customers who request them.

Do not distribute Kit 8 by stacking on writing surfaces or in literature racks. Under no circumstances should Poster 117 be taped or fastened to walls, glass or furniture surfaces outside of an authorized bulletin board.

CAG A–H offices that failed to receive Poster 117 or Kit 8 should requisition these items from Area Supply Centers.

Forms Processing

Forms 2150 and 2201 have different uses:

1. *Form 2150* (edition date 10/83)—to be used by any customer who has received, by mail, an offer to sell matter the customer deems to be "erotically arousing or sexually provocative," and who wishes to receive no further mail *from that particular mailer* of the objectionable advertising. (The Postal Service issues a prohibitory order on behalf of the customer.)

2. *Form 2201* (edition date 2/71)—to be used by customers who wish to receive no sexually explicit material (as defined in paragraph two of the form) *from any mailer.* (Customers names are added to a USPS computer list used by mailers to delete names from their address files.)

Form 2150 (DMM 123.6)

1. The customer must submit, with the completed form, the entire mailpiece containing the "pandering advertisement." A separate application must be filed with respect to each mailer against which the customer wants to have a prohibitory order issued.

2. Verify that the form is completed correctly and forward it, with the mailpiece, to the Division serving the customer's area.

3. Forward to that Division any subsequent mailing submitted by the customer as a violation of a prohibitory order, after ensuring that the customer has opened the mail and written on it the signed statement called for in DMM 123.65.

Form 2201 (DMM 123.5)

1. The customer completes the form, keeps Part I, and returns Part II to the postmaster (Part I shows the customer's application number next to which is a space for inserting the date the application was signed.)

2. Verify that Part II of the form is completed correctly.

3. There is no requirement that any mailpiece accompany this form. The customer is entitled to be placed on the computer list whether or not he has received a sexually oriented advertisement.

4. Forward application forms in a weekly batch to Headquarters, Office of Classification and Rates Administration.

5. When a customer who has been listed submits any mailing as a violation, ensure that he has opened it and written on the envelope and contents the information called for in DMM 123.563.

6. Forward mailings submitted in accordance with DMM 123.563, to the Regional Chief Inspector in the mailer's geographic area.

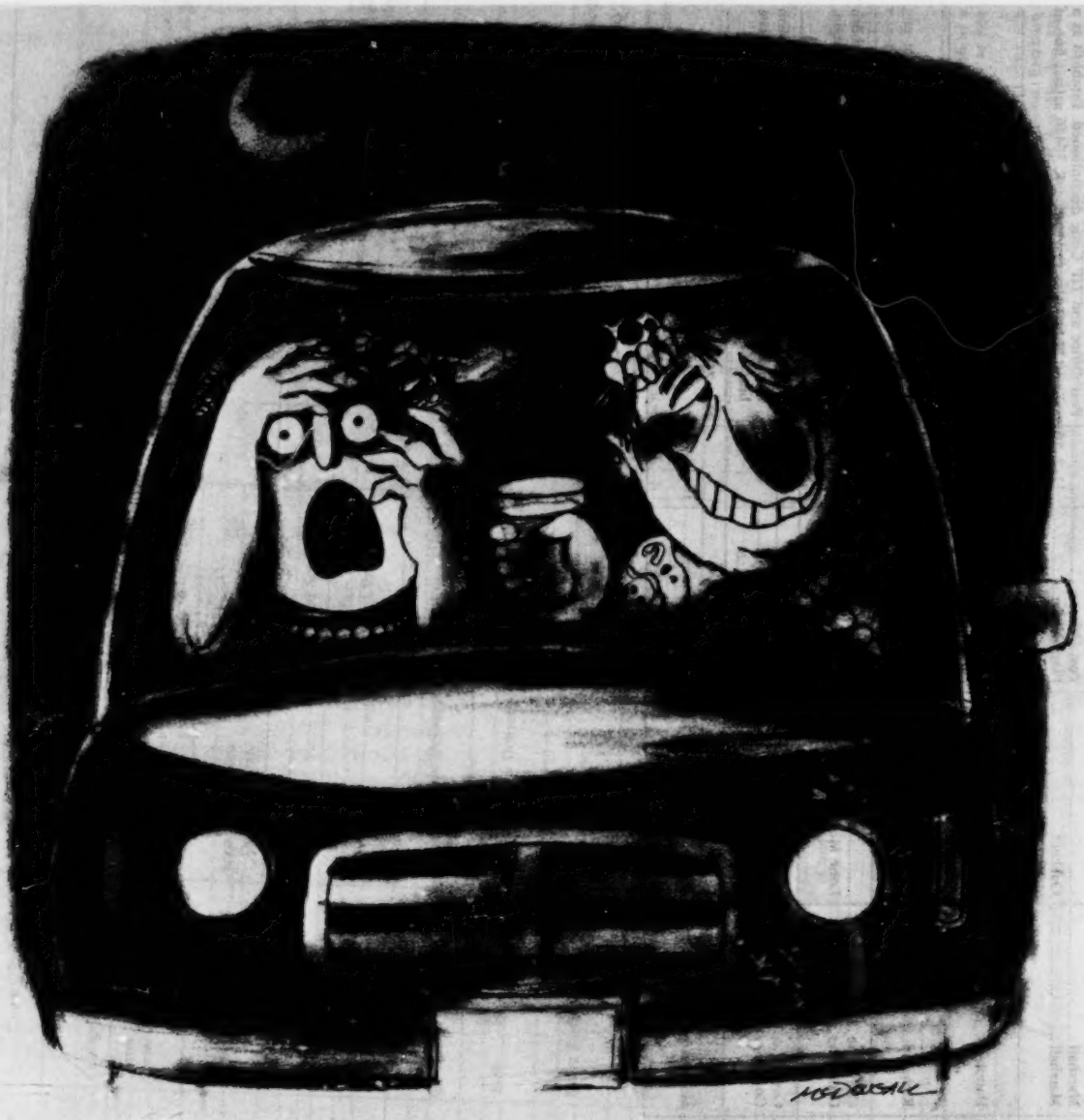
—Rates & Classification Dept., 11–13–86.

POST OFFICE CHANGES NUMBER 1

Data	Finance No.	ZIP Code	State	Name of Post Office	County/Parish	Name of Station, Branch, or Unit	Unit Type	Effective Date	Comments/Action
OLD									
NEW	050222	92825	CA	Anaheim	Orange	Stadium	Classified Station	11-1-86	New Station and ZIP Code established.
OLD	052352	95622	CA	East Nicolaus	Sutter		Post Office		
NEW	055394	95622	CA	Nicolaus	Sutter	East Nicolaus	Classified Branch	11-22-85	Post Office discontinued. Retain ZIP Code. Establish as a Branch. Use East Nicolaus, CA 95622 as last line of address.
OLD									
NEW	052864	94555	CA	Fremont	Alameda	Main Office (New Delivery Area).	Post Office	1-1-87	New ZIP Code assigned to delivery area.
OLD									
NEW	054530	90094	CA	Los Angeles	Los Angeles	Playa Vista	Classified Station	1-1-87	New Station and ZIP Code established.
OLD	056546	95675	CA	River Pines	Amador		Post Office		
NEW	055257	95675	CA	Mt. Aukum	Amador	River Pines	Classified Branch	9-27-85	Post Office discontinued. Retain ZIP Code. Establish as a Branch. Use River Pines, CA 95675 as last line of address.
OLD									
NEW	114920	33811	FL	Lakeland	Polk	Southside (New Delivery Area).	Classified Station	1-1-87	New ZIP Code assigned to delivery area.
OLD									
NEW	114920	33813	FL	Lakeland	Polk	Southside (New Delivery Area).	Classified Station	1-1-87	New ZIP Code assigned to delivery area.
OLD									
NEW	115985	32571	FL	Milton	Santa Rosa	Main Office (New Delivery Area).	Post Office	1-1-87	New ZIP Code assigned to delivery area. Milton will become a multi-coded office.
OLD									
NEW	161872	60012	IL	Crystal Lake	McHenry	Main Office (New Delivery Area).	Post Office	1-1-87	New ZIP Code assigned to delivery area. Crystal Lake will become a multi-coded office.
OLD									
NEW	174378	46903	IN	Kokomo	Howard	Downtown (New ZIP Code for PO Boxes).	Classified Station	1-1-87	New ZIP Code assigned to Post Office Boxes.
OLD									
NEW	174378	46904	IN	Kokomo	Howard	Main Office (New ZIP Code for PO Boxes).	Post Office	1-1-87	New ZIP Code assigned to Post Office Boxes.
OLD	351850	12728	NY	Cooks Falls	Delaware		Post Office		
NEW	357205	12776	NY	Roscoe	Sullivan	Cooks Falls	Place Name	11-15-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use Cooks Falls, NY 12776 as last line of address.
OLD	355725	12560	NY	New Hamburg	Dutchess		Post Office		
NEW	358900	12590	NY	Wappingers Falls	Dutchess	New Hamburg	Place Name	11-15-86	Post Office and ZIP Code discontinued. Establish as a Place Name. Use New Hamburg, NY 12590 as last line of address.
OLD	376608	58648	ND	New Hradec	Dunn		Post Office		
NEW	372400	58648	ND	Dickinson	Dunn	New Hradec	Community Post Office.	11-21-86	Post Office discontinued. Retain ZIP Code. Establish as a Community Post Office. Use New Hradec, ND 58648 as last line of address.

OLD	396017	73452	OK	Oakland	Marshall		Post Office		Post Office and ZIP Code discontinued. Establish as a Place Name. Use Oakland, OK 73446 as last line of address.
NEW	395181	73446	OK	Madill	Marshall	Oakland	Place Name	11-2-86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	413484	17106	PA	Harrisburg	Dauphin	Main Office (New ZIP Code for PO Boxes.	Post Office	11-15-86	
OLD									New ZIP Code assigned to Post Office Boxes.
NEW	451800	29224	SC	Columbia	Richland	Northeast (New ZIP Code for PO Boxes).	Classified Branch	7-1-87	
OLD	475112	37773	TN	Lone Mountain	Claiborne		Post Office		Post Office discontinued. Retain ZIP Code. Establish as a Community Post Office. Use Lone Mountain, TN 37773 as last line of address.
NEW	476264	37773	TN	New Tazewell	Claiborne	Lone Mountain	Community Post Office.	2-28-86	
OLD	547798	98645	WA	Silverlake	Cowlitz		Post Office		Post Office discontinued. Retain ZIP Code. Establish as a Place Name. Use Silverlake, WA 98645 as last line of address.
NEW	541232	98645	WA	Castle Rock	Cowlitz	Silverlake	Place Name	7-1-85	
OLD									New ZIP Code assigned to the Air Mail Facility.
NEW	565480	53237	WI	Milwaukee	Milwaukee	Air Mail Facility (New ZIP Code).	Classified Station	10-13-86	

—Delivery Services Dept., 11-13-86.



The life of the party can be deadly behind the wheel

This Office
Will Be Closed
Thanksgiving Day
November 27, 1986

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21592** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

009567	110028	303775	336011	462150	605407	741378	836100	926827
009575	111061	303817	336018	462159	605411	741383	841243	926862
010051	112069	303819	336023	462162	605416	741390	841250	926911
010059	112311	303923	336026	462177	607115	741393	844008	927264
014300	113080	314544	336092	468041	607274	741399	850049	927282
014390	114089	317120	336158	468083	607599	741401	850050	927327
018164	117126	325124	336168	482124	607609	741420	850085	927399
018188	117217	328149	336284	482172	620012	741507	850095	927403
018193	132115	328166	336285	482213	620013	741537	850441	931333
019033	142153	328218	336304	482336	620019	752519	856010	931964
021064	170091	329073	336360	486031	620020	752572	856027	937038
021258	187010	331688	336365	490047	624014	752607	871077	937099
021282	191436	331782	337027	500011	631300	752611	871232	941270
021330	193129	333312	337151	503170	631371	752620	871233	945316
021388	193139	333759	339002	505150	631372	752649	871235	945330
021486	207016	333834	339307	522005	641236	752678	871305	946075
040007	212237	334033	339311	524064	641252	760270	901070	948028
065080	212244	334041	352172	524066	641253	760330	901121	948032
065082	212272	334062	374091	532218	641262	761021	901303	949030
066054	222048	334229	381352	532224	641267	761234	901375	950145
066100	236028	335007	392105	532234	641271	761316	901489	950181
069208	280039	335024	392142	532238	641281	770010	901537	950226
070548	282221	335043	402191	532243	641283	770475	901614	951156
070550	282227	335078	402245	544200	641291	770526	902207	951229
071496	282236	335088	402253	549052	641293	772072	902361	951278
071567	282237	335098	402281	551195	641301	772197	910201	953009
075098	282238	335099	402308	554543	641307	772250	910204	958152
076011	282241	335144	405060	554550	641318	772265	910210	958155
076032	282242	335145	405062	554553	641333	777101	910213	958182
076085	282246	335146	405065	554582	641354	780056	911063	968178
089083	283134	335147	405067	591180	641364	782226	913365	968209
100832	296108	335165	405068	600066	658136	782278	913441	972188
101035	296141	335167	411001	600501	658137	782317	917650	972266
101117	303418	335168	432132	601058	685036	784118	917680	974045
101161	303443	335198	441005	601178	685038	785007	921492	981539
101298	303566	335200	441598	601212	685044	787327	921507	981590
101338	303571	335204	451002	601218	701558	787391	922059	984068
101517	303583	335214	452032	601233	705171	794015	922062	992032
101525	303585	335215	452302	601235	708280	794130	924096	992171
101673	303592	335252	452310	601239	711253	794195	924108	997107
101801	303601	335274	452312	601241	711315	799155	926616	
101969	303659	335553	452342	601559	713039	801039	926647	
105062	303688	335567	452358	601604	731263	809028	926701	
109121	303734	335590	452396	602018	731301	809033	926708	
109124	303748	335597	454130	602026	731348	815035	926743	
109129	303769	336010	462061	602028	740011	832107	926760	

—Marketing Dept., 11–13–86.

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition,* to the Eastern Area Supply Center, Somerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21594

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

PB 21594—November 20, 1986—16 Pages

1986 IRS TAX PACKAGE

DESCRIPTION

Contractors for the Internal Revenue Service (IRS) began mailing its 1986 Tax Package on November 17, 1986, at Milwaukee, WI; Baltimore, MD; Menasha, WI; Warsaw, IN; Indianapolis, IN; Chicago, IL; Bensonville, IL; and Mechanicsburg, PA. Accept these mailings, which will bear IRS permit imprint no. G-48, if they are prepared correctly for third-class bulk rates (carrier route, 5-digit, and basic). Do not deliver the tax packages before December 26, 1986.

DEC - 5 1986

ACCEPTING OFFICES

The IRS contractors will prepare the tax packages for mailing at the third-class carrier route presort rates and must meet the mailing requirements contained in the DOMESTIC MAIL MANUAL. Verify that the tax package mailings are made up in accordance with the current presort regulations at the time of mailing. All mailings must be weight verified, unless an optional procedure has been authorized by a rates and classification center (RCC). This will ensure that piece counts claimed on the mailing statements are proper and that proper postage is paid.

BULK MAIL CENTERS (BMCs)

Transfer Pallets

The bulk mail centers will receive pallets of cartons and bundles addressed to 3-digit, 5-digit, and BMC destinations. Dispatch the 3- and 5-digit pallets intact to the destination facilities.

Distribution Pallets

Break open the pallets addressed to BMCs and distribute them as nonmachinable outsides. The address on the cartons will resemble a sack label as follows:

Destination
3C FLATS
Office of Mailing

Dispatch the cartons and bundles of tax packages to the destination facilities where they will be stored until the scheduled release dates. Return empty Postal Service pallets in accordance with Handbook PO-502, *Container Methods*, 265.

DELIVERY

Complete delivery on or after December 26, 1986, as soon as possible. Under no circumstances should postmasters, supervisors, or postal employees deliver, or permit delivery, of any tax packages before December 26, 1986, with the following exception:

> Treat packages that bear the endorsement, "POSTMASTER DELIVER IMMEDIATELY", as Bulk Business Mail and deliver them without regard to the December 26, limitation.

Pay particular attention to errors in makeup at the point of delivery. Report carrier route presort errors when they exceed the 5 percent allowance for each 5-digit ZIP Code area (see DMM 622.1) in accordance with established reporting procedures to the following address:

> Official Mail Accounting Branch
> Attn: IRS Forms Tax Package 1986
> Room 8621, USPS Headquarters
> Washington, DC 20260-5215.

Report other irregularities noted at the time of delivery to the Official Mail Accounting Branch on Form 3749, *Irregularities in the Preparation of Mail Matter.*

FORWARDING AND RETURN

Form 3575 on File

Packages marked Form 1040 and 1040a will again be endorsed "Forwarding and Return Postage Guaranteed." Treat tax packages which are undeliverable-as-addressed (UAA) and endorsed "Forwarding and Return Postage Guaranteed" as specified in DMM 159.151 and Exhibit 159.151d.

(*Continued on page 2*)

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Pl. 3:

If Form 3575, *Change-of-Address Order,* is currently on file, forward the packages free of charge for a period of 12 months from the date the change of address order was filed. Beginning with the thirteenth month and ending eighteen months after Form 3575 was filed, return the UAA tax packages to the IRS along with the reason for nondelivery or the correct forwarding address.

No Form 3575 on File

When a tax package Form 1040 or 1040a and endorsed "Forwarding and Return Postage Guaranteed" is UAA, and there is no Form 3575 on file, return the tax package to the IRS along with the reason for nondelivery. Do not treat any of these tax packages as waste under any circumstances. Return undeliverable tax packages, as shown in the return address, to one of the following addresses:

Internal Revenue Service
Post Office Box 6940
Florence, KY 41042–6940

or

Internal Revenue Service
Post Office Box 6950
Florence, KY 41042–6950

Note: Tax packages, other than those marked Form 1040 and 1040a, will *NOT* be endorsed "Forwarding and Return Postage Guaranteed" and should *NOT* be provided forwarding or return service.

Fees

Do not rate tax packages returned to the IRS, since these fees will be collected on a national basis by the Official Mail Accounting Branch at USPS Headquarters. Do not try to collect a fee from either the IRS or a postal customer.

DISTRIBUTION AND DELIVERY WORKHOURS

The Postal Service is committed to delivering the tax package as early as possible on or after December 26, 1986. However, you must accomplish distribution and delivery without the use of overtime hours or auxiliary assistance.

—Marketing Dept., 11–20–86.

READER'S DIGEST ASSOCIATION ANNUAL MAILING

Description

The publishers of *Reader's Digest* have scheduled their multimillion-piece nationwide sweepstakes mailing in two phases this year. Phase I will consist of First-Class advance notices, postcards, and First-Class letters.

Preparation

All of the advance notices and postcards will be prepared as Presort First-Class Mail. They will be presented to the acceptance units in green nylon sacks or trays and both types of container will be tagged, "Requested Home Delivery, November 28, 1986." The major portion of the First-Class letters will be presorted to carrier routes or 5-digit ZIP Code areas where qualified. They will be presented in canvas sacks or as trayed mail and both types of container will be tagged, "Requested Home Delivery, December 2, 1986."

Delivery

This mailing is an annual event for the Reader's Digest Association. In previous years, some mailpieces have been erroneously returned that were deliverable or forwardable. Delivery units must deliver every piece of mail that is deliverable. If the mailpiece is undeliverable-as-addressed (UAA), and the customer has a valid Form 3575, *Change of Address Order,* on file, the Computer Forwarding System Unit (CFS Unit) must forward the mail to customer's new address. If the mailpieces are UAA and there is no Form 3575 on file, return them to the following address:

Reader's Digest
Pleasantville, NY 00401–0001

Attempt delivery of the advance notices and postcards on, but not before, the requested home delivery date of November 28, 1986. The sweepstakes First-Class letters should be delivered on, but not before, December 2, 1986.

Phase II of the Reader's Digest mailing will begin in late December and further information on it will be published in a future POSTAL BULLETIN.*—Delivery Services Dept., 11–20–86.*

Process Express Mail pouches daily—
Return all surplus to nearest concentration point

RURAL CARRIERS CHRISTMAS PAY PROCEDURES

The rural carrier Christmas period for 1986 begins Monday, December 1, 1986 (week 2, pay period 25) and ends Friday, December 26, 1986 (week 1, pay period 01–87). Managers responsible for rural carrier time and attendance recording should become familiar with Article 9.2.J, "Christmas Allowances and Procedures" of the 1984–1988 USPS/NRLCA agreement. The following procedures must be followed for the Christmas period.

A. Postal Employee (Other Than Rural) Performing Service as Christmas Auxiliary Assistants (Exhibit 1)

1. Postal employees (other than designation 7X) providing Christmas auxiliary assistance on rural routes are compensated at their regular rate of pay for actual time worked.

2. Report hours worked on the rural routes as Christmas auxiliary assistants to the PDC on Forms 1230–A, week 1 timecard or 1230–B, week 2 timecard.

3. For equipment maintenance allowance (EMA) compensation, manually prepare Form 1314–A. Complete all required indicative data at top of certificate. Enter 76 in the Designation block and the route type and number. Submit a separate certificate for each route where service is performed. Enter EMA "HOURS", "TRIPS" and "MILES" in the appropriate week 1 and/or week 2 fields.

B. Substitute Rural Carrier and Rural Carrier Relief (RCR) Performing Service as Christmas Auxiliary Assistants (Exhibits 2 and 3)

1. Manually prepare or use a preprinted Form 1314–A for a substitute rural carrier (Des 73) or rural carrier relief employees (Des 75) who provide Christmas auxiliary assistance. Submit a separate certificate for each route where service is performed.

Prior to submitting the certificate for payment, be sure the indicative data line is completed with employee's name, finance number, social security number, designation (73 or 75 as appropriate), route type and number, pay period and year.

2. Report the actual weekly workhours as a Christmas auxiliary assistant in the appropriate week 1 and/or week 2 Christmas Assistant Work Hours block.

3. When performing Christmas auxiliary assistance on a regular or auxiliary route, record equipment maintenance allowance (EMA) hours, trips and miles.

4. Substitute and RCR's performing service as Christmas auxiliary assistants will be compensated at their regular rate for the first 40 hours worked in one week, and at the appropriate overtime rate for all hours in excess of 40.00.

C. Regular (DES 71) and Substitute (DES 72) Rural Carriers FLSA "A"

Report all hours worked by assigned carriers on the regular Form 1314. No special requirement is needed. Compensation is paid at their regular rate for all hours worked up to 8 a day and 40 per week, and, at the overtime rate for all hours worked in excess of 8 in a day or 40 in a week.

D. Regular (DES 71) and Substitute (DES 72) Rural Carriers FLSA Code "B", "N" and "L"

1. Route Types "H" and "M"

Do not record hours in the Christmas Assistant Work Hours block for "H" or "M" type routes. Report all hours worked by the assigned carrier in the Actual Weekly Work Hours block on Form 1314 during the Christmas period.

2. Route Types "J" and "K"

When the holiday falls on the employee's scheduled relief day ("J" or "K" day) the preced-

Exhibit 1

Postal employee (other than rural) performing service as Christmas Auxiliary Assistant.

Actual work hours are reported on appropriate Form 1230–A, Week 1 timecard or Form 1230–B, Week 2 timecard for compensation.

Equipment Maintenance Allowance (EMA) is submitted for payment to the PDC on Form 1314–A. Enter EMA HOURS, TRIPS and MILES in the appropriate week 1 and/or week 2 fields.

NOTE:

1. Enter appropriate route type and number on which service is performed.
2. Submit a separate certificate for each route serviced.

AUXILIARY RURAL CARRIER TIME CERTIFICATE

NAME OF AUXILIARY CARRIER	CAC	FINANCE NUMBER	SOCIAL SECURITY NUMBER	LAST PAY PERIOD	DES	ROUTE No	PAY PERIOD	YEAR
BROWN C	9R	35-9701	987-65-4321	P	76	H05	26	86

NOTE: THE ROUTE NO. MUST BE COMPLETED PRIOR TO SUBMISSION TO THE POSTAL DATA CENTER.

WK	ACTUAL WEEKLY WORK HOURS (1)	TRAINING HOURS (2)	NIGHT WORK (3)	EQUIPMENT ALLOWANCE (4) HOURS	TRIPS	MILES	LEAVE (5) ANNUAL	SICK	OTHER	COP	Christmas (6) Assistant Work Hours
1	HRS HUND	HRS HUND	HRS HUND	7	4	108					HRS HUND
2	HRS HUND	HRS HUND	HRS HUND	3	2	075					HRS HUND

THIS IS TO CERTIFY THAT THE ABOVE CARRIER RENDERED SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS.

12-19-86 DATE — SIGNATURE OF POSTMASTER

CARRIERS INITIALS

1. ENTER WEEKLY HOURS & HUNDREDTHS WORKED AS AUXILIARY CARRIER.
2. ENTER TRAINING HOURS IN TRAINING HOURS BLOCK & ADD TO ACTUAL WEEKLY WORK HOURS.
3. MAKE ENTRIES ONLY WHEN AUXILIARY CARRIER IS ELIGIBLE FOR NIGHT PAY.
4. EQUIPMENT MAINTENANCE ALLOWANCE.
   (A) ACTUAL WEEKLY ROUTE HOURS ONLY.
   (B) TOTAL WEEKLY TRIPS.
   (C) TOTAL WEEKLY MILES.
5. LEAVE: ENTER WHOLE HOURS ONLY. NOTE: "OTHER LEAVE" REASON MUST BE ANNOTATED ON REVERSE OF POSTAL FORM 1314
6. CHRISTMAS ASSISTANT WORK HOURS: TO BE USED ONLY DURING CHRISTMAS PERIODS.

PS FORM 1314-A, OCT. 1981

OE1 513261

Exhibit 2

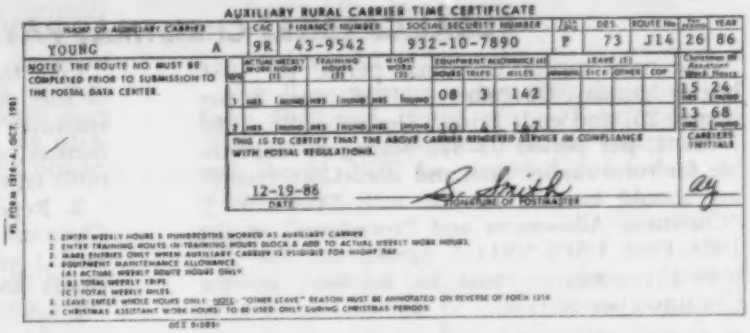
Substitute Rural Carrier (DES 73) or Rural Carrier Relief (DES 75) performing service as Christmas Auxiliary Assistant.

Report auxiliary assistant hours worked in the appropriate weekly Christmas Assistant Work Hours block.

Report equipment maintenance HOURS, TRIPS and MILES in the specific week 1 and/or week 2 EMA blocks.

NOTE:

1. Enter route type and number on which service is performed.
2. Submit separate certificate for each route serviced.



AUXILIARY RURAL CARRIER TIME CERTIFICATE

NAME OF AUXILIARY CARRIER	CAC	FINANCE NUMBER	SOCIAL SECURITY NUMBER	TYPE (RTE)	DES	ROUTE No.	PAY PERIOD	YEAR
YOUNG A	9R	43-9542	932-10-7890	P	73	J14	26	86

NOTE: THE ROUTE NO. MUST BE COMPLETED PRIOR TO SUBMISSION TO THE POSTAL DATA CENTER.

WEEK	ACTUAL WEEKLY WORK HOURS (1)	TRAINING HOURS (2)	NIGHT WORK (3)	EQUIPMENT ALLOWANCE (4) HOURS	TRIPS	MILES	LEAVE (5) ANNUAL	SICK	OTHER	COP	Christmas Or Assistant Work Hours
1	HRS 〔HUND〕	HRS 〔HUND〕	HRS 〔HUND〕	08	3	142					15 24
2	HRS 〔HUND〕	HRS 〔HUND〕	HRS 〔HUND〕	10	4	147					13 68

THIS IS TO CERTIFY THAT THE ABOVE CARRIER RENDERED SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS.

12-19-86 (DATE) S. Smith (SIGNATURE OF POSTMASTER) CARRIER'S INITIALS: ay

PS FORM 1314-A, OCT. 1981

1. ENTER WEEKLY HOURS & HUNDREDTHS WORKED AS AUXILIARY CARRIER
2. ENTER TRAINING HOURS IN TRAINING HOURS BLOCK & ADD TO ACTUAL WEEKLY WORK HOURS.
3. MAKE ENTRIES ONLY WHEN AUXILIARY CARRIER IS ELIGIBLE FOR NIGHT PAY.
4. EQUIPMENT MAINTENANCE ALLOWANCE:
   (A) ACTUAL WEEKLY ROUTE HOURS ONLY.
   (B) TOTAL WEEKLY TRIPS.
   (C) TOTAL WEEKLY MILES.
5. LEAVE: ENTER WHOLE HOURS ONLY. NOTE: "OTHER LEAVE" REASON MUST BE ANNOTATED ON REVERSE OF FORM 1314.
6. CHRISTMAS ASSISTANT WORK HOURS: TO BE USED ONLY DURING CHRISTMAS PERIODS.

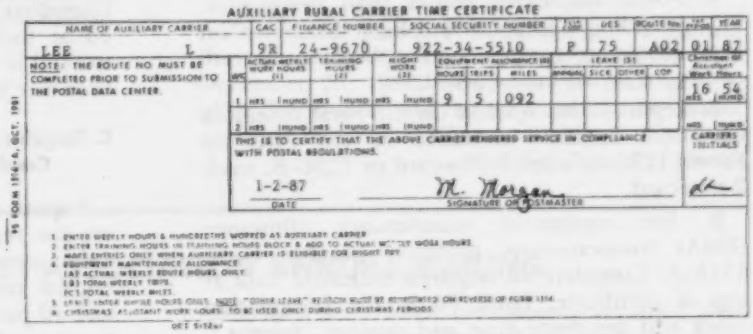
DEE 51284

Exhibit 3

Substitute Rural Carrier (DES 73) or Rural Carrier Relief (DES 75) performing service as Christmas Auxiliary Assistant on an auxiliary rural route. Only report auxiliary assistant hours worked in the Christmas Assistant Work Hours block for the appropriate week.

If full service is also performed on the same auxiliary route, an additional certificate is not necessary. Record the full service hours worked in the Actual Weekly Work Hours block. Include the full service EMA HOURS, TRIPS and MILES with the Christmas Assistant EMA.

NOTE: Enter the route type and number service is performed.



AUXILIARY RURAL CARRIER TIME CERTIFICATE

NAME OF AUXILIARY CARRIER	CAC	FINANCE NUMBER	SOCIAL SECURITY NUMBER	TYPE (RTE)	DES	ROUTE No.	PAY PERIOD	YEAR
LEE L	9R	24-9670	922-34-5510	P	75	A02	01	87

NOTE: THE ROUTE NO. MUST BE COMPLETED PRIOR TO SUBMISSION TO THE POSTAL DATA CENTER.

WEEK	ACTUAL WEEKLY WORK HOURS (1)	TRAINING HOURS (2)	NIGHT WORK (3)	EQUIPMENT ALLOWANCE (4) HOURS	TRIPS	MILES	LEAVE (5) ANNUAL	SICK	OTHER	COP	Christmas Or Assistant Work Hours
1	HRS 〔HUND〕	HRS 〔HUND〕	HRS 〔HUND〕	9	5	092					16 54
2	HRS 〔HUND〕	HRS 〔HUND〕	HRS 〔HUND〕								HRS 〔HUND〕

THIS IS TO CERTIFY THAT THE ABOVE CARRIER RENDERED SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS.

1-2-87 (DATE) M. Morgan (SIGNATURE OF POSTMASTER) CARRIER'S INITIALS: dk

PS FORM 1314-A, OCT. 1981

1. ENTER WEEKLY HOURS & HUNDREDTHS WORKED AS AUXILIARY CARRIER
2. ENTER TRAINING HOURS IN TRAINING HOURS BLOCK & ADD TO ACTUAL WEEKLY WORK HOURS.
3. MAKE ENTRIES ONLY WHEN AUXILIARY CARRIER IS ELIGIBLE FOR NIGHT PAY.
4. EQUIPMENT MAINTENANCE ALLOWANCE:
   (A) ACTUAL WEEKLY ROUTE HOURS ONLY.
   (B) TOTAL WEEKLY TRIPS.
   (C) TOTAL WEEKLY MILES.
5. LEAVE: ENTER WHOLE HOURS ONLY. NOTE: "OTHER LEAVE" REASON MUST BE ANNOTATED ON REVERSE OF FORM 1314.
6. CHRISTMAS ASSISTANT WORK HOURS: TO BE USED ONLY DURING CHRISTMAS PERIODS.

DEE 51284

ing work day becomes the employee's designated holiday. Therefore, when Thursday, December 25, is the scheduled relief day, Wednesday, December 24 will be the employee's holiday. The same is true for the New Year's holiday, January 1, 1987.

a. Regular Rural Carrier Works Assigned Relief Day (Exhibit 4)

When the regular carrier is required to work his/her assigned relief day ("R" day) because no substitute is available, complete Form 1314 the same as for any other pay period.

Record the hours worked on the "R" day with all other work hours for that week in the Actual Weekly Work Hours block. The employee is entitled to a paid day off ("X" day) within 8 weeks for working the assigned relief day.

b. Regular Carrier Works Designated Holiday (Exhibit 5)

When the regular carrier (assigned to a "J" or "K" route) is required to work his/her designated holiday, enter "V" in the appropriate block on Form 1314. The carrier is compensated for working the designated holiday and is not entitled to a day off ("X" day) for working the holiday.

Include the hours worked on the designated holiday with all other work hours for that week in the Actual Weekly Work Hours block.

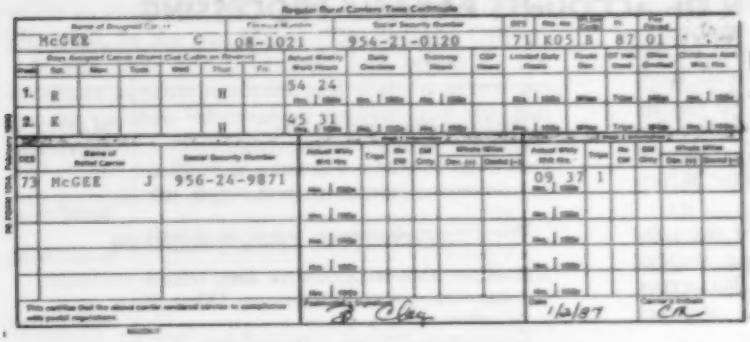
c. Regular Rural Carrier Providing Christmas Auxiliary Assistance (Exhibit 6)

Any assistance necessary on the regular carrier's relief day ("J" or "K" day) may be provided by the regular carrier. The regular carrier's hours are considered Christmas Auxiliary Assistant hours, and are reported for compensation in the Christmas Assistant Work Hours block on the regular carrier's Form 1314. Do not include these hours in the Actual Weekly Work Hours block.

The substitute or RCR providing route coverage on the regular carrier's relief day ("J" or "K" day) is eligible for compensation including EMA.

When the assigned regular carrier is entitled to additional EMA on the relief day, enter whole miles traveled in the Route Deviation block for the appropriate week of that pay period.

—Dept. of the Controller, 11–20–86.



Regular Rural Carriers Time Certificate

Name of Assigned Carrier	Finance Number	Social Security Number	DOS	Rte. No.	Ltr. Code	Yr.	Pay Period
McGEE G	08-1021	954-21-0120	71	K05	B	87	01

Week	Sat.	Mon.	Tues.	Wed.	Thur.	Fri.	Actual Weekly Work Hours	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Route Det.	Off Van Used	Hours Combined	Christmas Asst. Wkly. Hrs.
1.	R				R		54 24								
2.	R				R		45 31								

DOS	Name of Relief Carrier	Social Security Number	Actual Wkly Work Hrs.	Trips	No. DM	DM Only	Whole Miles Dev. (+)	Whole Miles Deviat'd (-)	Actual Wkly Work Hrs.	Trips	No. DM	DM Only	Whole Miles Dev. (+)	Whole Miles Deviat'd (-)
73	McGEE J	956-24-9871							09 37	1				

This certifies that the above carrier rendered service in compliance with postal regulations.

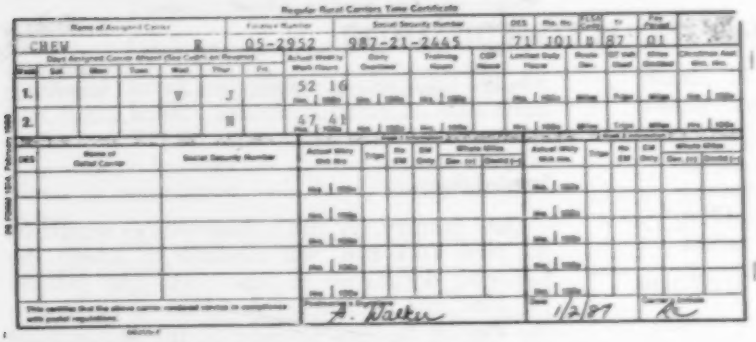
Supervisor's Signature: B. Clay — Date: 12/8/87 — Carrier's Initials: CR

PS FORM 1574, February 1986

Exhibit 4

This illustration shows the proper recording procedure when the regular carrier is required to work his/her assigned relief day ("J" or "K" day).

The hours worked on the "R" days are included in the Actual Weekly Work Hours block. The employee is entitled to a day off ("X" day) within eight weeks for working the assigned relief day.



Regular Rural Carriers Time Certificate

Name of Assigned Carrier	Finance Number	Social Security Number	DOS	Rte. No.	Ltr. Code	Yr.	Pay Period
CHEW B	05-2952	987-21-2445	71	101	B	87	01

Week	Sat.	Mon.	Tues.	Wed.	Thur.	Fri.	Actual Weekly Work Hours	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Route Det.	Off Van Used	Hours Combined	Christmas Asst. Wkly. Hrs.
1.				V	J		52 16								
2.					R		47 41								

DOS	Name of Relief Carrier	Social Security Number	Actual Wkly Work Hrs.	Trips	No. DM	DM Only	Whole Miles Dev. (+)	Whole Miles Deviat'd (-)	Actual Wkly Work Hrs.	Trips	No. DM	DM Only	Whole Miles Dev. (+)	Whole Miles Deviat'd (-)

This certifies that the above carrier rendered service in compliance with postal regulations.

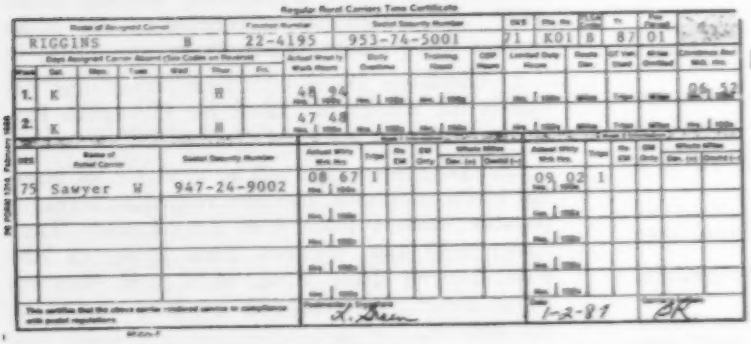
Supervisor's Signature: A. Walker — Date: 1/2/87 — Carrier's Initials: R

PS FORM 1574, February 1986

Exhibit 5

This illustration shows the proper recording procedure for the regular carrier working the designated Christmas holiday.

The hours worked on the designated holiday ("V" day) are included in the Actual Weekly Work Hours block. The carrier will receive additional compensation for working the designated holiday and is not entitled to a day off ("X" day) for working the holiday.



Regular Rural Carriers Time Certificate

Name of Assigned Carrier	Finance Number	Social Security Number	DOS	Rte. No.	Ltr. Code	Yr.	Pay Period
RIGGINS B	22-4195	953-74-5001	71	K01	B	87	01

Week	Sat.	Mon.	Tues.	Wed.	Thur.	Fri.	Actual Weekly Work Hours	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Route Det.	Off Van Used	Hours Combined	Christmas Asst. Wkly. Hrs.
1.	K				R		48 24								06 52
2.	K				R		47 48								

DOS	Name of Relief Carrier	Social Security Number	Actual Wkly Work Hrs.	Trips	No. DM	DM Only	Whole Miles Dev. (+)	Whole Miles Deviat'd (-)	Actual Wkly Work Hrs.	Trips	No. DM	DM Only	Whole Miles Dev. (+)	Whole Miles Deviat'd (-)
75	Sawyer W	947-24-9002	08 67	1					09 02	1				

This certifies that the above carrier rendered service in compliance with postal regulations.

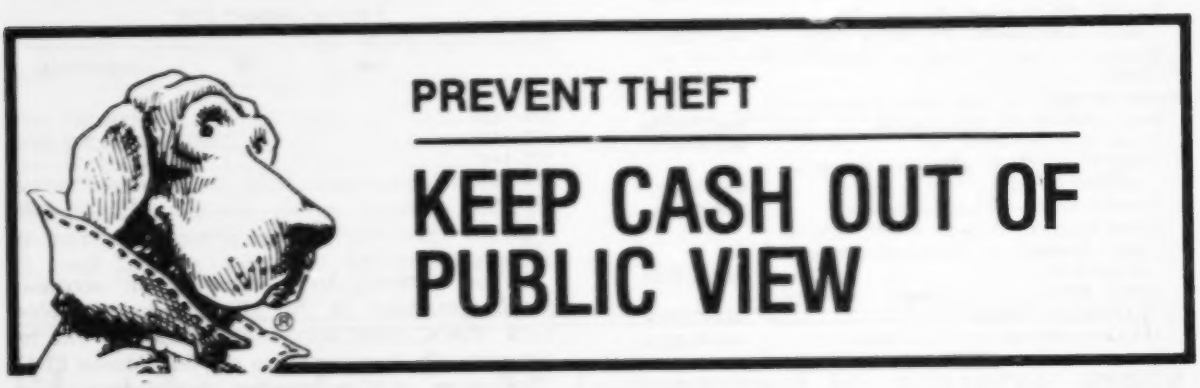
Supervisor's Signature: A. Dean — Date: 1-2-87 — Carrier's Initials: ZR

PS FORM 1574, February 1986

Exhibit 6

Workhours for the regular carrier providing assistance on his/her relief day ("J" or "K" day) are recorded in the Christmas Assistant Work Hours block. These hours are not included in the Actual Weekly Work Hours block.

If the regular carrier delivers any part of the route, enter miles traveled in the route deviation block.



FUNCTIONALIZATION OF ACCOUNTS PAYABLE PROCESSING

On November 22, 1986, the processing of Accounts Payable documents will be moved from the New York Postal Data Center (PDC) to the San Mateo PDC. (On October 18, 1986, the Accounts Payable processing function was moved from the Minneapolis PDC to the San Mateo PDC).

As a reminder to those responsible for the submission of such documents for processing, important information published in POSTAL BULLETINS 21587, 10–2–86, and 21592, 11–6–86, appears below.

Accounts Payable Activities

The following documents, with the ZIP + 4 number shown, are to be sent to:

San Mateo Postal Data Center
2700 Campus Drive
San Mateo, CA

	ZIP + 4
Branch Manager (for supervisory activities related to documents shown below)	94497-9130
Invoices and related documents for: Utilities, Trash, Communications, etc. for those offices not reporting on a Statement of Account	94497-9131
Imprest fund replenishments (PS 1129)	94497-9132
Invoices for Tuition, Training, PS 1782 request for training	94497-9134
Payment to arbitrators, Attorney Fees	94497-9135
All contracts, Purchase orders, BPAs and related documents	94497-9136
Exception—Purchase orders, contracts, etc. issued by Headquarters Office of Contracts and those issued by the Supply Centers. (See those noted for ZIP + 4 codes of 94497-9161 and 94497-9162).	
Non-metered fuel Purchase orders and related documents	94497-9137
Other Government Agency procurements except GPO printing	94497-9138
Contract vehicle repairs—PS 7394, 7395, 4541	94497-9139
Invoices for credit card purchases	94497-9140
Credit card accruals (PS 4510)	94497-9141
Vehicle Maintenance Facility Inventory orders and payments (PS 4508 & 4509)	94497-9142
System Purchasing contracts (Boise-Cascade)	94497-9143
Branch Manager (for supervisory activities related to documents shown below)	94497-9150
Travel advances—Form 1011	94497-9151
Travel Vouchers—Regular travel (except Inspection Service)	94497-9152
Travel Vouchers—Inspection Service	94497-9153
Travel Vouchers—Relocation & PCES Mortgage Interest and Differential Request (Form 995)	94497-9154
Airline Billings for Employee travel—SF 1113 & GTS billings	94497-9155
Relocation Management Firm invoices	94497-9156
Tort claims—Forms 2198 and related documents	94497-9157
Employee claims and rewards	94497-9158
Government Bills of Lading (GBLs)	94497-9160
PS forms 7339 as well as listing and reports concerning inventories from supply centers	94497-9161
Procurement documents issued by Supply Centers	94497-9162
Purchase Orders, Contracts and related documents from Headquarters Office of Contracts	94497-9163
Government Printing Office—Forms 400, SF 1	94497-9164
Accounting and Control:	
Supervisor (for activities related to documents shown below)	94497-9120
Reports and related processing (Accounts Payable only)	94497-9121
"1902" (receivables) & 1903DZ (invoices)	94497-9122

Special Note:

Until January 17, 1987, those offices served by the New York PDC will continue to submit the following documents to New York—*after* January 17, 1987, the documents noted are to be sent to the Payroll Systems Division at the Minneapolis PDC:

a. Incentive and Suggestion Award, Forms 1727, and authorizations relative to the PCES Special Achievement Awards Program.

b. Employee Deceased Claim forms and Requests for Waiver of Claims for Erroneous Payments of Pay (as per ELM, Section 437).

The San Mateo PDC will be available for internal USPS telephone inquiries regarding accounts payable matters from 8:00 a.m. Eastern Time Zone (5:00 a.m. Western Time Zone) to 7:30 p.m. Eastern Time Zone (4:30 p.m. Western Time Zone). All telephone inquiries should be directed to

Vendor Support Unit

PEN	COMMERCIAL
377-1455	(415) 377-1455
377-1456	(415) 377-1456
377-1457	(415) 377-1457
377-1458	(415) 377-1458
377-1459	(415) 377-1459

If you currently have access to the accounts payable modules in the Minneapolis and New York PDCs, your access authorization will be automatically transferred to the San Mateo PDC. Notification of this transfer should have been

made to each user during the week of September 29, 1986, by the San Mateo PDC Security Officer.

If you have not previously had access to the accounts payable modules and wish to access accounts payable information on-line, call the San Mateo PDC Customer Support Branch on (415) 377–1110, on PEN or commercial lines, and they will provide the necessary instructions.

PROCUREMENT ACTIVITIES

Inquiries—only authorized contracting officers, or their designees, may make accounts payable inquiries with the Postal Data Center. Vendors have been and will be directed by Procurement to deal with the respective contracting officers and accordingly, vendors should make their inquiries directly to the appropriate contracting personnel or their designees. All contract award documents should now include a statement to this effect.

PDC DISBURSING OFFICER ACTIVITIES

All requests and forms relating to lost, stolen, mutilated or destroyed Treasury checks are to be sent to the Postal Data Center that originally issued the check, Attention: Disbursing Officer.

—Dept. of the Controller,
—Information Resource Management Dept., 11–20–86.

DOMESTIC FIRST FLIGHT CACHETS

Official cachet and philatelic treatment for the first flight service described below is authorized in Section 244.63, POSTAL OPERATIONS MANUAL.

Covers to be sent on the flight must be prepared in accordance with the following instructions:

1. All covers must be addressed with First-Class postage affixed.

2. A clear space, 2½ by 2½ inches on the lower portion of the envelope and to the left of the address, must be allowed for the cachet. An additional 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark, and each envelope should contain a filler of postal card thickness to assure good impressions of the cancellations.

3. The covers must be placed in outer envelopes and mailed to reach the office applying the cachet no later than three days before the scheduled date of the flight. "First Flight Covers" should be written in the lower left corner of the outer envelopes.

4. Aerogrammes and postal cards will not be accepted. There will be a limit of 50 covers per customer per flight. Covers already postmarked and those not prepared in accordance with instructions will not receive cachets or cancellations.

Specific instructions for the flights are as follows:

AMERICAN AIRLINES

On December 20, 1986, American Airlines will inaugurate round-trip service between Chicago, IL and Steamboat Springs, CO, between Chicago, IL and Jackson, WY, and between Dallas/Ft. Worth, TX and Steamboat Springs, CO. The following cancellations will be available:

Chicago to Steamboat Springs
Steamboat Springs to Chicago
Chicago to Jackson
Jackson to Chicago
Dallas/Ft. Worth to Steamboat Springs
Steamboat Springs to Dallas/Ft. Worth

Cachets to be applied by	Send covers to
Chicago Post Office	Manager Commercial Accounts Room 413 Main Post Office Chicago, IL 60607–9621 Attn: First Flights
Chicago Airport Mail Facility	Operations Manager Airport Mail Facility O'Hare International Airport Chicago, IL 60666–9998 Attn: First Flights
Jackson Post Office	Postmaster Jackson, WY 83001–9998 Attn: First Flights
Steamboat Springs Post Office.	Postmaster Steamboat Springs, CO 80487–9998 Attn: First Flights
Dallas Post Office	Postmaster Dallas, TX 75260–9998 Attn: First Flights
Fort Worth Post Office	Postmaster Fort Worth, TX 76101–9998 Attn: First Flights
Dallas/Ft. Worth Air Mail Facility.	Operations Manager Air Mail Facility Dallas/Ft. Worth Airport Dallas, TX 75261–9998 Attn: First Flights

—Marketing Dept., 11–20–86.

Pile sacks evenly to avoid damage and to conserve space

All Personnel Processing Mail For Dispatch Abroad

Foreign Order No. 180

Keep all foreign order notices for use as reference.

Tentative Order. A tentative *Lottery and/or False Representation Order* has been issued against the following:

CANADA

The Canadian Express Club (C.E.C.)
P.O. Box 1006
Adelaide Station
and
C.E.C.
P.O. Box 1006
Adelaide Station
Toronto
Canada M5S 2K7

Westcan Inc.
Direct Mail Services
#110, 1090 Homer Street
and
Direct Mail Services
Suite 110—1090 Homer Street
Vancouver, B.C.
Canada V6B 2W9

SWITZERLAND

Intertelex Publishing A.G.
Postfach
Postamt Zurich, 39 Selnau
8039 Zurich, Switzerland

Telepost/International Telex Communications Systems
P.O. Box 529
FL—9490Vaduz/via Switzerland

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10199-9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 11-20-86.*

SAFETY IS NO ACCIDENT

Undeliverable Express Mail International Service Items

We continue to receive complaints from foreign postal administrations that non-deliverable Express Mail International Service items are being returned to the sender as surface mail. All personnel are reminded that non-deliverable Express Mail International Service items are to be returned to the foreign administration as Express Mail International Service items.

—*Mail Processing Dept., 11-20-86.*

Third Party Liability Forms

Form 2556, *Third Party Statement of Recovery* and Form 2557, *Employee's Third Party Recovery Statement,* have been recently revised to reflect Department of Labor's (DOL's) new policy cited in POSTAL BULLETIN 21588, 10-9-86. These forms are now available in your area supply center. Destroy old stock.

—*Employee Relations Dept., 11-20-86.*

TGIF

Friday signals the end of the workweek for most of us. For many, it means hitting the road and getting away from it all, at least for a couple of hours if not the whole weekend. When you're driving, remember that TGIF also stands for Tail Gating Is Fatal. Keep a safe distance from the car ahead of you, especially if the road is wet or the driving is hazardous.

Copyright material has been deleted; not available for Microfiche Edition.

Issue Date: December 4, 1986
First Day City: Plymouth, Massachusetts
Designer: Robert Brangwynne
Boston, Massachusetts
Art Director: Richard Sheaff, Design Coordinator
Citizens' Stamp Advisory Committee
Press: VH Webfed Press at the United States Envelope Company in Williamsburg, PA
Color: Black
Size: Number 6¾ and Number 10 (regular and window formats)

Mayflower Embossed Envelope

An 8.5-cent embossed envelope featuring the historic sailing vessel *Mayflower* will be issued in Plymouth, Massachusetts, on December 4. It will go on sale at selected post offices nationwide the next business day. There will be no first day ceremony. The envelope's 8.5-cent rate meets the non-profit bulk mailing rate.

Designed by Robert Brangwynne of Boston, Massachusetts, the envelope depicts a full view of the *Mayflower* as it would have appeared en route to the New World in 1620.

On September 6, 1620, weary of religious persecution under King James I, a courageous group of separatists (Pilgrims) boarded the *Mayflower* and left England to establish their own religious state in Virginia, where they had obtained a settlement patent.

Plagued by severe weather, illness and fatigue, the Pilgrims reached the shores of North America two months after their departure from England. Storms and misnavigation had thrown the *Mayflower* off course, though, and the group found themselves along the shores of Cape Cod instead of Virginia. After exploring the Atlantic coast for several weeks, the Pilgrims settled an area now known as Plymouth.

Procedures for ordering first day cancellations are as follows:

Customer-Provided Stationery: Customers may purchase the *Mayflower* Envelope at philatelic centers and mail their orders no later than February 2 to Customer-Provided Stationery, Postmaster, Plymouth, MA 02360–9991. All covers must be addressed on the right side at least ⅝ of an inch up from the bottom, and peelable return address labels are recommended. No remittance is required. The price of each envelope is 14 cents. Customers are requested to affix at least 14 cents additional postage to meet the minimum First-Class rate of 22 cents for envelopes. Uncanceled stamps issued before December 4 may be affixed to the envelope to receive the first day cancellation. Orders containing envelopes to which stamps issued after December 4 are affixed will be returned unserviced.

Postal Service-Provided Stationery: Customers also may choose to have the Postal Service provide the envelope and affix necessary postage by mailing requests to *Mayflower* Envelope, Postmaster, Plymouth, MA 02360–9992. Requests must be postmarked no later than February 2. The price is 28 cents per envelope, which includes 14 cents for additional postage (a 14-cent Iceboat coil stamp) to meet the First-Class rate. Personal checks in the exact amount will be accepted for orders up to the limit of 50 envelopes. Do not send cash. Postage stamps are unacceptable as payment. The No. 6¾ envelope will be provided unless the No. 10 envelope is requested. Window envelopes will not be provided.

After local stocks of the item are depleted, they will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–31
Remove after February 2

PLEASE POST ON BULLETIN BOARD

OFFICIAL MAIL ACCOUNTING SYSTEM

The U.S. Postal Service is implementing the penalty mail permit imprint subsystem of the Official Mail Accounting System (OMAS) on **November 22, 1986.** This system is similar in concept to the penalty mail postage meter subsystem of OMAS, which was implemented on March 15, 1986. Both subsystems will credit revenue to post offices for official mail transactions they process through OMAS.

The penalty permit imprint subsystem of OMAS changes current procedures by eliminating the requirement that post offices submit mailing statements to USPS Headquarters. Instead, offices will submit all forms involving penalty permit imprint transactions, such as mailing statements and fee assessments, to a designated Postal Data Center (PDC) for data entry to OMAS. For the first time, post offices will be responsible for notifying Federal agencies of their permit imprint application and annual mailing fees.

Each **Controller, Field Division, and Management Sectional Center (MSC) Director of Finance,** has received a memorandum containing "Guidelines for Division/MSC OMAS Coordinators," which outlines responsibilities for OMAS implementation. All Controllers and Directors of Finance should now have designated an OMAS Coordinator to ensure that all required implementation steps are completed. The Coordinator will also be a contact point to resolve questions and problems raised by associate offices related to the implementation and operation of OMAS.

The following actions, described in the memorandum, must be completed to ensure proper implementation of the OMAS permit imprint subsystem:

1. **Division/MSC OMAS Coordinators** must request each associate office which handles either penalty mail meters and/or permit imprint to designate an OMAS Coordinator from the finance unit to be responsible for OMAS implementation and problem resolution.

2. **Postal Employee Development Center (PEDC) Managers,** in cooperation with OMAS Coordinators, must arrange training for personnel at post offices that handle penalty permit imprint mailings, using training materials distributed in early November. Trainees should include employees who perform mailing requirements, mail acceptance, and OMAS accounting functions. Exception: If the accounting unit already has one or more people trained on the OMAS meters program, these individuals do not require further training for penalty permit imprint mail.

3. **Post office OMAS Coordinators** must distribute OMAS forms to the employees who use them. Coordinators should have received a supply of OMAS forms addressed to "Postmaster (OMAS Coordinator)" along with instructions on how to distribute them to the correct individuals. Note that Form 3633-G, *Daily Recap for Official Mail* and Form 3637-G, *Batch Header for Official Mail,* have been revised. On November 22, 1986, begin using the new editions of these forms, dated September 1986, and destroy the previous editions.

4. **Post office OMAS Coordinators** must ensure that the new version of Handbook DM-103, *Penalty Mail,* Transmittal Letter 3, is distributed to employees responsible for setting penalty mail meters, mailing requirements functions, bulk mail acceptance unit functions, and OMAS accounting functions. This handbook contains detailed OMAS permit imprint procedures and was distributed to post offices in early November, effective on November 22, 1986. It will also be distributed to each employee who takes the OMAS permit imprint training.

Note the following *temporary* changes to the procedures in Handbook DM-103:

a. *Post offices must continue to send OMAS batches to their designated PDC.* Sections 525, 533.3h and other sections of DM-103 instruct post offices to send batches of penalty mail meter and permit imprint forms to their MSCs for data entry. Until further notice, this procedure is *not* being implemented. Post offices must continue to send batches of OMAS forms to the PDC to which they have been sending OMAS meter batches. (Post offices that have never submitted OMAS batches should contact their Division/MSC OMAS Coordinator for the correct PDC address.)

b. *Post offices must submit permit imprint documents to the processing PDC in separate batches from meter documents.* Sections 521 and 522, DM-103, require post offices to combine meter and permit imprint forms in the same batch. Until further notice, these provisions are not effective. Post offices must prepare and submit penalty mail permit imprint documents in separate batches from meter documents, using a separate batch header (Form 3637-G) for each type of batch.

5. **Post office OMAS Coordinators** must ensure that a list of effective penalty mail permits for their office is available and accurate. All post offices that handle penalty permit imprint mail will receive a Permit Imprint Authorization List by November 24, 1986. The authorization list shows all penalty mail permits currently authorized at each office. Each office must verify that the correct ZIP Code of their bulk mail acceptance unit appears on the list, and report any ZIP Code corrections to USPS Headquarters by December 5, 1986.

After completing the preparatory steps described above, affected post offices must implement this program by submitting all penalty mail permit imprint transactions dated November 22, 1986 or later to their designated *PDCs,* in accord-

ance with Part 240 and Chapter 5 of Handbook DM–103, *Penalty Mail*, as modified in paragraphs 4a and b, above. Post offices must submit permit imprint forms dated *prior* to November 22, 1986 to the Official Mail Accounting Branch at Postal Service Headquarters, no later than November 28, 1986.

OMAS Coordinators must ensure these procedures are properly implemented and that all offices correctly report all permit imprint and meter activity so that post offices will receive credit for OMAS revenue.

Post offices that have not completed these procedures or have other questions should contact their Division/MSC OMAS Coordinator. Division/MSC OMAS Coordinators with questions should contact the Official Mail Accounting Branch, USPS Headquarters, on Area Code 202 or PEN 268–3251.

—Dept. of the Controller, 11–20–86.

DOMESTIC ORDERS

False Representation and/or Lottery. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
CA, Los Angeles 90051–1637	Checkwriter Insurance, P.O. Box 3637, Terminal Annex.	The sale of a Checkwriter mechanical service contract and forgery and check alteration insurance.
IN, Indianapolis 46206–1564	Checkwriter Insurance, Checkwriter Insurance Agency, P.O. Box 1564.	The sale of a Checkwriter mechanical service contract and forgery and check alteration insurance.
NY, New York 10249–0009	Checkwriter Insurance, Checkwriter Insurance Agency, Checkwriter Security Agency, P.O. Box 12400, Church Street Station.	The sale of a Checkwriter mechanical service contract and forgery and check alteration insurance.

—Judicial Officer, 11–20–86.

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

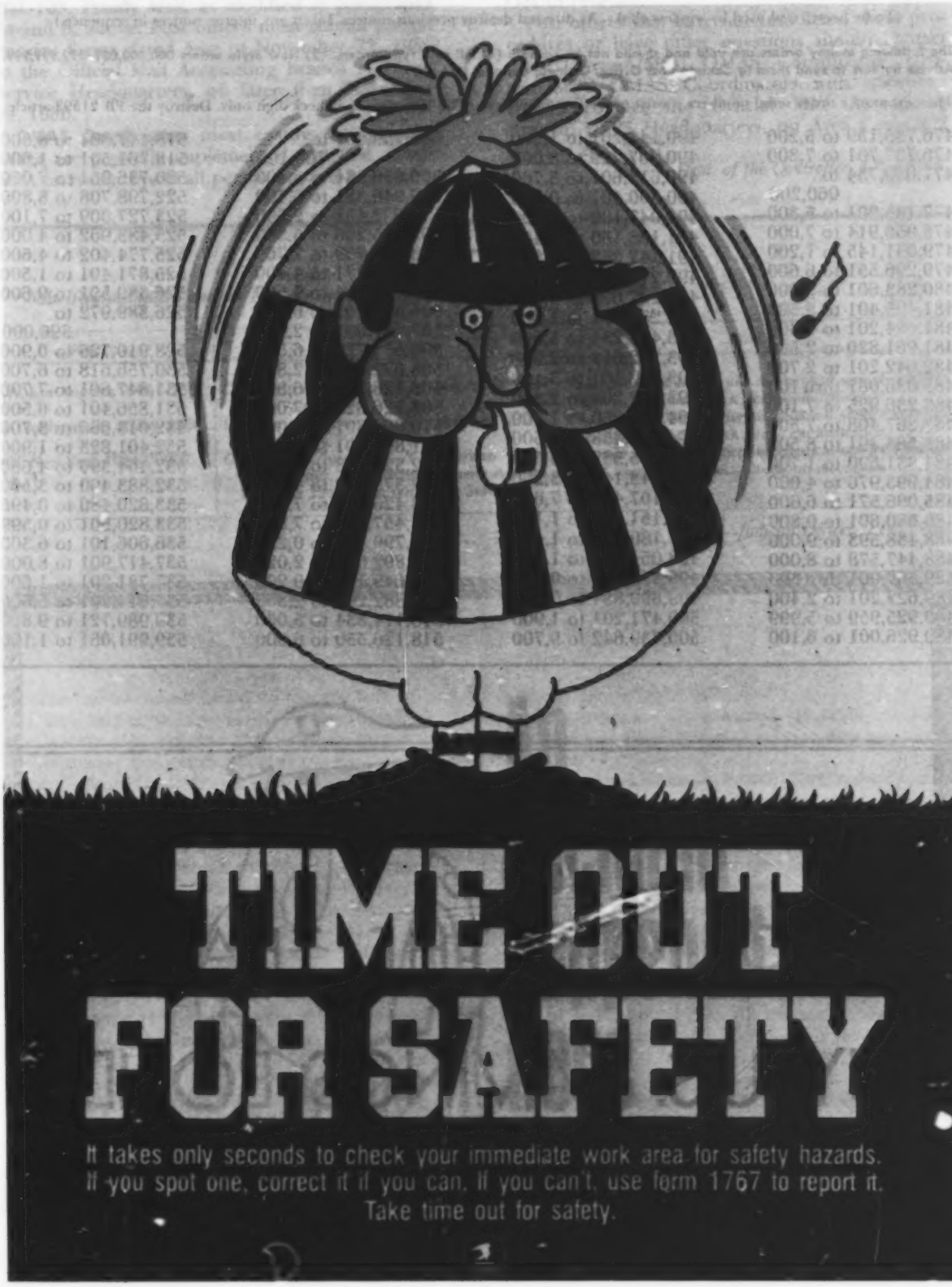
The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21592 article.

476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
515,790,190 to 0,230
515,892,011 to 2,020
516,649,101 to 9,200
516,882,201 to 2,300
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
520,736,961 to 7,000
522,798,708 to 8,800
523,727,009 to 7,100
525,483,962 to 4,000
525,774,402 to 4,600
525,871,401 to 1,500
526,389,501 to 9,600
526,389,972 to 390,000
528,910,726 to 0,900
530,756,618 to 6,700
531,847,601 to 7,700
531,856,401 to 6,500
532,013,666 to 3,700
532,401,823 to 1,900
532,464,390 to 4,600
532,883,490 to 3,500
533,820,480 to 0,496
533,820,501 to 0,599
536,606,101 to 6,300
537,417,901 to 8,000
537,781,201 to 1,600
537,614,901 to 5,600
539,989,721 to 9,800
539,991,061 to 1,100

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS


TIME OUT
FOR SAFETY
It takes only seconds to check your immediate work area for safety hazards.
If you spot one, correct it if you can. If you can't, use form 1767 to report it.
Take time out for safety.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21593** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

009567	109129	314544	336023	462159	605411	741378	832107	926827
009575	111061	317120	336026	462162	605416	741383	841243	926862
010051	112069	325124	336092	462177	607115	741390	841250	927264
010059	112311	328149	336158	468041	607274	741393	844008	927282
014300	113080	328166	336168	468083	607599	741399	850049	927327
014390	114089	328218	336284	482124	607609	741401	850050	927399
018164	117126	329073	336285	482172	620012	741420	850085	927403
018188	117217	331688	336360	482213	620013	741507	850095	931333
018193	132115	331782	336365	482336	620019	741537	850441	931964
019033	142153	333312	337027	486031	620020	752519	856010	937038
021064	170091	333759	337151	490047	624014	752572	856027	937099
021258	187010	333834	339002	500011	631300	752607	871077	941270
021282	191436	334033	339307	503170	631371	752611	871232	945316
021330	193129	334041	339311	505150	631372	752620	871233	945330
021388	193139	334062	352172	522005	641236	752649	871235	946075
021486	207016	334229	374091	524064	641252	752678	871305	948028
040007	212237	335007	381352	524066	641253	760270	901070	948032
065080	212244	335024	392105	532218	641262	760330	901121	949030
065082	212272	335043	392142	532224	641267	761021	901303	950145
066054	222048	335078	402191	532234	641271	761234	901375	950181
066100	236028	335088	402245	532238	641281	761316	901489	950226
069208	280039	335098	402253	532243	641283	770010	901537	951156
070550	282221	335099	402281	549052	641291	770475	902207	951229
071496	282227	335144	402308	551195	641293	770526	902361	951278
071567	282236	335145	405060	554543	641301	772072	910201	953009
075098	282237	335146	405062	554550	641307	772197	910204	958152
076011	282238	335147	405065	554553	641318	772250	910210	958155
076032	282241	335165	405067	554582	641333	772265	911063	958182
076085	282242	335167	405068	591180	641354	777101	913365	972188
089083	282246	335168	411001	600066	641364	780056	913441	972266
100832	283134	335198	432132	601058	658137	782278	917650	974045
101035	296108	335200	441005	601178	685036	782317	917680	981539
101117	296141	335204	441598	601212	685038	784118	921492	981590
101161	303418	335214	451002	601218	685044	785007	921507	984068
101298	303566	335215	452032	601233	701558	787327	922059	992032
101338	303571	335252	452302	601235	705171	787391	922062	992171
101517	303585	335274	452310	601239	708280	794015	924096	
101525	303734	335553	452312	601241	711253	794130	924108	
101673	303748	335567	452342	601559	711315	794195	926616	
101801	303769	335590	452358	601604	713039	799155	926647	
101969	303775	335597	452396	602018	731263	801039	926701	
105062	303817	336010	454130	602026	731301	809028	926708	
109121	303819	336011	462061	602028	731348	809033	926743	
109124	303923	336018	462150	605407	740011	815035	926760	

—Marketing Dept., 11-20-86.

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
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FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

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Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
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21595

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

Published Since March 4, 1880

PB 21595—November 27, 1986—16 Pages

Federal Employees' Retirement System (FERS)

NEWARK PUBLIC LIBRARY

Originally the new Federal Employee's Retirement System was to become effective January 1, 1987. Congress has now taken action to postpone the date on which employees may begin making contributions to the Thrift Savings Plan (tier III). The effective dates for FERS are now:

January 1, 1987. All career employees hired or converted to career on or after January 1, 1984 who have less than 5 years of creditable civilian service by December 31, 1986 will be automatically converted to FERS. These employees will be covered by both Social Security and the Basic Plan but will not initially be permitted to contribute to the Thrift Savings Plan.

April 1, 1987. Employees who were automatically converted to FERS on January 1, 1987 may begin to make contributions to the Thrift Savings Plan. Because of the delay in allowing contributions, employees in this category will have contributions they make from April 1 until June 30, matched at the following rates: (1) $2 for every $1 they contribute, up to the first 3% of their basic pay; and (2) $1 for every $1 of contributions that exceed 3% but not more than 5% of their basic pay. There are no matching contributions beyond 5% of an employee's basic pay.

July 1 to December 31, 1987. All career employees who were not previously covered by FERS may, at any time during this six month period, change to FERS.

As additional information on FERS becomes available it will be distributed directly to the Divisions.—*Employee Relations Dept., 11-27-86.*

Correction

Increases in Travel Per Diem Rates

Please refer to POSTAL BULLETIN 21592, 11-6-86, page 16. In the paragraph titled "If Lodging is not Required," the per diem rate per 6-hour segment was misprinted. The first sentence should read as follows: "When lodging is not required and the traveler is in a travel status for more than 10 consecutive hours and less than 24 hours, per diem is allowed at a rate of **$6.25** per 6-hour segment or fraction of it—based on the elapsed time."

Also on page 16, please correct the spelling of the word "required" in the second line of the paragraph titled "If Lodging is Required."

—*Dept. of the Controller, 11-27-86.*

DMM Revision

APO/FPO Update

Please make the following changes to DOMESTIC MAIL MANUAL (DMM) Exhibit 125.2, *Conditions Applied to Mail Addressed to Military Post Offices Overseas.*

Openings

FPO New York, NY **09596-0006** (Marine Barracks, Guantanamo Bay, Cuba)
Effective Date: January 1, 1987
Mailing Restrictions: None

Mailing Address Only (MAO)
FPO New York, NY **09508-0006**
(Naval Air Station, Guantanamo Bay, Cuba)
Effective Date: January 1, 1987
Mailing Restrictions: None
Parent post office for this MAO will be FPO New York, NY **09593-0006**

Mailing Address Only (MAO)
Commander Third Fleet, FPO San Francisco, CA **96601-6001**
Effective Date: November 1, 1986
Mailing Restrictions: None

Change in Restrictions

APO New York, NY **09155**
APO New York, NY **09228**
Change mailing restrictions for both above APOs to: A-B-T-N

All acceptance units must be notified of these changes which will be incorporated into a future revision to the DMM.

—*Mail Processing Dept., 11-27-86.*

SAFETY IS NO ACCIDENT

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Pl. 3:

All Personnel Processing Mail For Dispatch Abroad

Foreign Order No. 181

Keep all foreign order notices for use as reference.

Tentative Order. A tentative *Lottery Order* has been issued against the following:

CANADA

Empress Marketing
Box 77050, 3366 Kingsway
and
Box 77050
3366 Kingsway
Vancouver, B.C.
Canada V5R 5T4

Final Order. The tentative *Lottery Order or False Representation Order* issued against the following has become final:

CANADA

Kenaston International
P.O. Box 46950
3760 W. 10th Ave.
and
Larry H. Adams
P.O. Box 46950
3760 W. 10th Ave.
Vancouver, B.C.
Canada V6R 4L6

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A. New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.—*Judicial Officer, 11–27–86.*

Wanted Circular Canceled

Destroy the following Wanted Circular: VENTURA, Peter; date of issue 3/16/83.

—*Inspection Service, 11–27–86.*

Pub. 41 and ASM Revision

Postal Service Contracting Authority

The articles on USPS Contracting Authority in POSTAL BULLETINS 21569, 6–5–86, and 21579, 8–14–86, are revised to clarify contracting authority for facilities. See pages 3 thru 7 for limitations and delegations.

Contracting authority for supplies and services may be used to fill local printing, binding, and duplication requirements directly from commercial sources up to $2,000 per transaction without approval of the Headquarters Printing Division. Requirements over $2,000 still should be filled through the Regional Printing Procurement Office of the Government Printing Office (GPO), a GPO field plant, or other government agency source. This information will be included in the next revision of Section 5, Part 5, of the POSTAL CONTRACTING MANUAL and ADMINISTRATIVE SUPPORT MANUAL 374.312.

—*Procurement & Supply Dept., 11–27–86.*

IMM Revision

Express Mail International Service—Taiwan

Changes:

Areas Served: Express Mail Service is now available to all locations in Taiwan. All other service conditions remain the same.

Express Mail International Service—Korea, Republic of (South)

Changes:

Areas Served: Express Mail Service is now available to all locations in Korea. All other service conditions remain the same.

These revisions will be included in a future issue of the INTERNATIONAL MAIL MANUAL and Publication 273, *Express Mail International Service Guide.*—*Marketing Dept., 11–27–86.*

Watch out for the other guy—
He decides whether you live or die

DOMESTIC ORDERS

False Representation and/or Lottery. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
CA, Costa Mesa 92627–0789...	Interstate Yellow Pages; P.O. Box 11789	The sale of classified directory listings.
NY, Buffalo 14240–6767	Interstate Classified Directory; P.O. Box 6767..	The sale of classified directory listings.

—*Judicial Officer, 11–27–86.*

Contracting Authorities, Facilities Department

Assistant Postmaster General

Direct contracting authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate, All Actions	No Limit	Selected personnel, designated by name & title
Buildings	No Limit	Selected personnel, designated by name & title

Director, Office of Real Estate

Direct contracting authority:

Real Estate, All Actions	No Limit	Selected personnel, designated by name & title

Director, Office of Design & Construction

Direct contracting authority:

Buildings	No Limit	Selected personnel, designated by name & title

General Manager, Facilities Contracting Division

Direct contracting authority:

Buildings	No Limit	Selected personnel, designated by name & title

FACILITIES SERVICE CENTERS

Directors, Facilities Service Centers

Direct contracting authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	No Limit	General Manager, Real Estate Div. Manager, Realty Acquisition Branch
Purchase of Existing Leased Buildings	No Limit	General Manager, Real Estate Div. Manager, Realty Acquisition Branch
Leasing	No Limit	General Manager, Real Estate Div. Manager, Realty Management Branch
Real Estate Support and Personnel Services	No Limit	General Manager, Real Estate Div.
Buildings		
Design (Includes A–E, Technical Support Personnel, and Constr. Management Services)	No Limit	General Manager, D&C Division Manager, Major Facilities Branch Manager, Design & Constr Branch Manager, Contracting & Support Br. *A–E Contracts* $25,000 Mgr. Support Svcs., Field Divisions *Term A–E Contracts* $500,000 total/$50,000 work order Mgr. Support Svcs., Field Divisions
Construction (Includes Construction Materials and Mechanization)	No Limit	General Manager, D&C Division Manager, Major Facilities Branch Manager, Design & Constr. Branch Manager, Contracting & Support Br. *Term Constr. Contracts* $500,000 total/$100,000 work order Mgr. Support Svcs., Field Divisions

FACILITIES SERVICE CENTERS—Continued

General Managers, Real Estate Divisions

Contracting authority, if delegated by Director, Facilities Service Center:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	No Limit	Manager, Realty Acquisition Branch
Purchase of Existing Leased Buildings	No Limit	Manager, Realty Acquisition Branch
Leasing	No Limit	Manager, Realty Management Branch
Real Estate Support and Personnel Services	No Limit	No

General Managers, Design & Construction Divisions

Contracting authority, if delegated by Director, Facilities Service Center:

Buildings		
Design (Includes A–E, Technical Support Personnel and Constr. Management Services)	No Limit	Manager, Major Facilities Branch Manager, Design & Constr. Branch *A–E Contracts* $25,000 Mgr. Support Svcs., Field Divisions *Term A–E Contracts* $500,000 total/$50,000 work order Mgr. Support Svcs., Field Divisions
Construction (Includes Construction Materials and Mechanization)	No Limit	Manager, Major Facilities Branch Manager, Design & Constr. Branch *Term Constr. Contracts* $500,000 total/$100,000 work order Mgr. Support Svcs, Field Divisions

Managers, Realty Acquisition Branches

Contracting authority, if delegated by Director, Facilities Service Center or General Manager, Real Estate Division:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$2,500,000	No
Purchase of Existing Leased Buildings	$5,000,000	No

Managers, Realty Management Branches

Contracting authority, if delegated by Director, Facilities Service Center or General Manager, Real Estate Division:

Real Estate		
Leasing	$500,000 annually $5,000,000 total	No

Managers, Major Facilities and Design & Construction Branches

Contracting authority, if delegated by Director, Facilities Service Center or General Manager, Design & Construction Division:

Buildings		
Design (Includes A–E, Technical Support Personnel and Constr. Management Services)	No Limit	No
Construction (Includes Construction Materials and Mechanization)	No Limit	No

FACILITIES SERVICE CENTERS—Continued

Managers, Contracting & Support Branches

Contracting authority, if delegated by Director, Facilities Service Center:

Contracts for:	*Limitations:*	*May be delegated to:*
Buildings		
Design (Includes A–E and Construction Management Services)	No Limit	No
Construction (Includes Construction Materials and Mechanization)	No Limit	No

FACILITIES SERVICE OFFICES

General Managers, Facilities Service Offices

Direct contracting authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$2,500,000	Manager, Real Estate Branch
Purchase of Existing Leased Buildings	$5,000,000	Manager, Real Estate Branch
Leasing	$500,000 annually $5,000,000 total	Manager, Real Estate Branch
Real Estate Support and Personnel Services	$500,000	No
Buildings		
Design (Includes A–E and Construction Management Services)	$500,000	Manager, D&C Branch Supervisor, Contracting and Support Unit *A–E Contracts* $25,000 Mgr. Support Svcs., Field Divisions *Term A–E Contracts* $500,000 total/$50,000 work order Mgr. Support Svcs., Field Divisions
Construction (Includes Construction Materials and Mechanization)	$5,000,000	Manager, Design & Construction Branch Supervisor, Contracting & Support Unit *Term Constr. Contracts* $500,000 total/$100,000 work order Mgr. Support Svcs., Field Divisions

Managers, Real Estate Branches

Contracting authority, if delegated by General Manager, Facilities Service Office:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$2,500,000	No
Purchase of Existing Leased Buildings	$5,000,000	No
Leasing	$500,000 annually $5,000,000 total	No

Managers, Design & Construction Branches

Contracting authority, if delegated by General Manager, Facilities Service Office:

Contracts for:	*Limitations:*	*May be delegated to:*
Buildings		
Design (Includes A–E and Construction Management Services)	$500,000	No
Construction (Includes Construction Materials and Mechanization)	$5,000,000	No

FACILITIES SERVICE OFFICES—Continued

Supervisors, Contracting & Support Units

Contracting authority, if delegated by General Manager, Facilities Service Office:

Contracts for:	*Limitations:*	*May be delegated to:*
Buildings		
Design (Includes A–E and Construction Management Services)	$500,000	No
Construction (Includes Construction Materials and Mechanization)	$5,000,000	No

FIELD DIVISIONS (TYPICAL)

Managers, Support Services

Direct Contracting Authority:

Contracts for:	*Limitations:*	*May be delegated to:*
Construction	$25,000 R&A $75,000 Painting $100,000 with no more than $25,000 for repairs and $75,000 for painting	Procurement Specialist, Senior

Contracting Authority, if contract is delegated by Directors or General Managers, Design & Construction Divisions, of the Facilities Service Centers or General Managers, Facilities Service Offices:

A–E Contracts	$25,000	Procurement Specialist, Senior
Term A–E Contracts	$500,000 total $50,000/work order	Procurement Specialist, Senior
Term Constr. Contracts	$500,000 total $100,000/work order	Procurement Specialist, Senior

Procurement Specialist, Senior

Contracting Authority, if delegated by Manager, Support Services:

Construction	$25,000 R&A	No
	$75,000 Painting	No
	$100,000 with no more than $25,000 for repairs and $75,000 for painting	
A–E Contracts	$25,000	No
Term A–E Contracts	$500,000 total $50,000 work order	No
Term Constr. Contracts	$500,000 total $100,000 work order	No

FIELD DIVISIONS (SPECIAL)

Field Directors, Support Services

Direct Contracting Authority: *Contracts for:*	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$1,250,000	Managers, Facilities
Purchase of Existing Leased Buildings	$2,500,000	Managers, Facilities
Leasing	$500,000 annually $5,000,000 total	Managers, Facilities
Buildings		
Design (Includes A–E, Term A–E and Constr. Management Services)	$500,000	Managers, Facilities Manager, Procurement & Supply
Construction—Repairs & Alterations and New Standard Plan Buildings only (Includes Constr. Mat'ls and Mechanization)	$2,500,000	Managers, Facilities Manager, Procurement & Supply

Managers, Facilities

Contracting Authority, if delegated by Field Director, Support Services:

Contracts for:	*Limitations:*	*May be delegated to:*
Real Estate		
Land Acquisition & Control (Includes Exist. Bldgs)	$1,250,000	No
Purchase of Existing Leased Buildings	$2,500,000	No
Leasing	$500,000 annually $5,000,000 total	No
Buildings		
Design (Includes A–E, Term A–E and Constr. Management Services)	$500,000	No
Construction—Repairs & Alterations and New Standard Plan Buildings only (Includes Constr. Mat'ls and Mechanization)	$2,500,000	No

Manager, Procurement & Supply

Contracting Authority, if delegated by Field Director, Support Services:

Buildings		
Design (Includes A–E, Term A–E and Constr. Management Services)	$500,000	No
Construction—Repairs & Alterations and New Standard Plan Buildings only (Includes Constr. Mat'ls and Mechanization)	$2,500,000	No

MEDICARE

I. Background

The Federal health insurance program, commonly known as "Medicare," was established to provide comprehensive health insurance protection for (1) individuals who are age 65 or older, (2) individuals of any age who have chronic kidney disease, and (3) certain disabled people. The Health Care Financing Administration (HCFA) of the Department of Health and Human Services administers the Medicare Program.

Beginning January 1, 1983, the Tax Equity and Fiscal Responsibility Act of 1982 (Section 278 of Public Law 97-248) extended Medicare coverage to Postal and Federal employees through the payment of Social Security (FICA) taxes. The information below supplements articles from POSTAL BULLETIN 21387, pages 4-6, dated 1-20-83, and POSTAL BULLETIN 21412, pages 3-4, dated 7-14-83. This information is based on fact sheets which were developed by HCFA and the Office of Personnel Management (OPM), in addition to provisions of the Social Security and Civil Service Retirement Programs.

II. Medicare Provisions

A. Medicare Part A—Hospital Insurance (HI). This is a basic plan which provides payments for certain inpatient hospital care, post-hospital extended care services, post-hospital home health services, outpatient hospital diagnostic services, and hospice care. To obtain coverage under Medicare Part A, federal and postal employees contribute FICA taxes through payroll deductions.

B. Medicare Part B—Medical Insurance. This is a voluntary supplementary plan which allows payments for those physician-provided services which are considered medically necessary, outpatient hospital services, medical services and supplies, home health services, outpatient physical therapy, and other home health care services. To obtain Medicare Part B coverage, an individual must pay a monthly premium. Individuals who enroll in 1986, when they first become eligible for this plan, pay the current monthly premium of $15.50; the premium increases for those individuals who do not enroll when first eligible.

Note: Effective at the beginning of 1987, the monthly premium will be $17.90.

III. Tax Deductions for Medicare Part A Coverage

A. Deductions

1. Who Is Covered? Postal and federal employees who are covered by the Civil Service Retirement System are taxed only for the Medicare Part A portion of the FICA tax; these individuals currently pay 1.45 percent of their gross earnings. Newly hired employees who were appointed on or after January 1, 1984 pay the total FICA tax; they are covered for Social Security and Medicare Part A. The current combined FICA tax rate of 7.15 percent includes 5.70 percent for Social Security benefits (old-age, survivors, and disability insurance) and 1.45 percent for Medicare Part A coverage. Both categories of employees pay the same percentage of earnings for Medicare Part A coverage (1.45 percent of their gross earnings), and they are entitled to the same coverage.

2. Who is Not Covered? Noncitizen employees in the Trust Territories are exempt from Medicare coverage. Therefore, all employees who have Social Security numbers that begin with 9 and a state code of 58 will not be subject to the Medicare deduction.

B. Maximum Wage Base. Total annual gross earnings, up to the maximum wage base of $42,000 for 1986 and $43,800 for 1987, will be subject to the 1.45 percent hospital insurance tax. Payroll deductions will be made as follows:

1. Employees Earning Less Than the Wage Base. Deductions on employee earnings which are less than the wage base will be made each pay period that the employee is in a pay status during a calendar year (CY).

2. Employees Earning More Than the Wage Base. If an employee's gross earnings in CY 1986 are higher than $42,000 and higher than $43,800 in CY 1987, the biweekly deduction will stop when the maximum withholding amount is reached. The maximum amount to be withheld in 1986 is $609 (1.45 percent of $42,000); that amount for 1987 will be $635.10 (1.45 percent of $43,800).

IV. Insured Status

A. Social Security Quarter of Coverage (SSQC)

1. What is a SSQC? It is any calendar quarter (a 3-month period beginning the first day of January, April, July, and October) in which an employee is paid a specified amount of wages for work that is covered by Social Security.

2. How Is It Earned? To qualify for Social Security and Medicare an employee must be "insured" or credited with a certain quantity of work counted as "quarters of coverage" (QCs). Employees who are currently covered by the full Social Security Program earn SSQCs.

3. How Is It Credited? In 1986, one quarter will be credited for each $400 of earnings, up to a maximum of four quarters annually. The amount of earnings needed to earn one quarter in 1987 will be $460.

B. Federal Quarters of Coverage (FQC)

1. What Is FQC? It is any calendar quarter (a 3-month period beginning the first day of January, April, July, and October) in which an employee is paid a specified amount of wages for work that is covered by the Civil Service Retirement System.

2. How Is It Earned? Postal/federal employees, who pay only the Medicare Part A portion of the FICA tax, earn actual FQCs beginning January 1983, for the same amount of wages and in the same manner as those employees who are taxed for the full FICA earned SSQCs. However, the wage credits which are earned may be used only for Medicare entitlement purposes; they may not be used for Social Security purposes because such individuals are covered by the Civil Service Retirement System, not the Social Security System.

2. How Is It Credited? The law provides for a transition in the following way: an individual who performed services in federal/postal employment during January 1983 will receive *deemed* FQCs for each quarter prior to January 1983 during which the employee was federally employed and which would have been a SSQC, if the work had been covered under the Social Security Act at that time. "An individual who performs service" includes those employees on duty in an approved annual or sick leave status, or those employees in an approved leave without pay status.

C. Qualifying for Coverage

1. To qualify for Medicare, federal/postal employees need the same number of total QCs that non-federal employees must have to qualify under Social Security. Federal/postal employees must also meet other regular requirements as follows:

a. They must be age 65, or

b. They must be disabled for at least 24 months, and/or

c. They must be receiving dialysis or have had a transplant for treatment of a chronic kidney disease.

2. The following table shows the number of quarters (either SSQCs and/or FQCs) required for Medicare coverage in the year the employee reaches age 65:

If you reach age 65 in:	This is the number of quarters of coverage needed
1983	29
1984	30
1985	31
1986	32
1987	33
1988	34
1989	35
1990	36
1991	37
1992	38
1993	39
1994 or later	40

D. Establishing Deemed Quarters of Coverage

1. General. Total FQCs (deemed and actual) may be used alone or in combination with regular SSQCs in order to meet the number of quarters required for Medicare coverage.

2. Acceptable Evidence. If an employee would not be insured using only those FQCs which are earned after January 1983, or in combination with previously earned SSQCs, the following evidence must be provided to the Social Security Administration to establish the deemed FQCs:

a. OPM Form 1528, *Notification of Earnings for Medicare Eligibility.* This form is the most viable method of establishing evidence. It provides a listing of the gross earnings, as shown on USPS records, for a maximum of 10 calendar years prior to 1983. The Minneapolis Postal Data Center will complete and certify Form 1528 for all *career* employees who were actively on the rolls in January 1983. The employee can then present this form to HCFA in order to receive credit for deemed FQCs (see section VIII).

b. Other. In addition to Form 1528, the following constitutes acceptable proof of pre-1983 earnings:

1. W-2 Forms
2. Pay slips
3. A signed statement from the employing agency certifying to the amount of wages paid each year as shown on the agency's records.

3. No Proof Available. If none of the above proofs can be obtained, or where less than 10 years of earnings history is available, the HCFA may request pre-1983 earnings from the National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 68118-0001.

4. Examples of Earned FQCs and SSQCs. The following examples show the accumulation of earned quarters of coverage for Medicare purposes under various situations:

Example 1: Tom is a letter carrier who was born in 1926 and has worked exclusively for the Postal Service for the past 39 years. He decides to retire on January 8, 1986, with a retirement commencement date of February 1, 1986. Tom would need 37 FQCs/SSQCs to be insured for Medicare purposes. Since he was on the rolls of the Postal Service prior to January 1983 and during January 1983, he will receive, for Medicare purposes, 144 *deemed* FQC's for his postal service performed prior to January 1, 1983. He will also be credited with 12 *actual* FQC's for 3 years service from January 1983 to January 1986. In this case, Tom has more than enough quarters (156) for Medicare coverage.

Example 2: Angie received an appointment to the Postal Service on February 19, 1983, as a clerk. She was born in 1951 and, therefore, needs 40 quarters of coverage for Medicare entitlement. Between 1973 and 1979, she worked for the Department of Agriculture and was covered by the Civil Service Retirement Program. Since she was not in a Postal/Federal employment status during January 1983, she does not receive deemed

FQC's for her previous Federal service (1973–1979). She does, however, begin receiving actual FQC's from her date of appointment.

Example 3: Jack is a 34-year old supervisor at the Chicago Post Office who had previously earned 10 SSQC's prior to his appointment to the Postal Service in December 1979. Because Jack was born after 1929, he needs 40 quarters for Medicare coverage. Since he met the employee-employer relationship prior to and during January 1983, he will receive credit toward insured status for his previous 3 years of Postal Service (12 FQCs), plus credits for years of service subsequent to January 1983. However, Jack has only earned 34 quarters of coverage, as of January 1986, and will need 6 more before he establishes his Medicare entitlement.

V. Eligibility for Medicare Coverage

A. Under Age 65. The following individuals in this category are eligible:

1. Disabled individuals who have been receiving or are entitled to Social Security disability benefits for at least 24 consecutive months.

2. Individuals insured under Social Security who have spouses or children who need dialysis treatment or kidney transplants because of a chronic kidney disease.

B. Age 65 or Older. The following conditions apply for individuals in this category:

1. Automatic Enrollment. Employees are eligible for Medicare Part A coverage, if they have the number of quarters required for Medicare coverage. Those individuals who are entitled to and apply for Social Security retirement or disability benefits will automatically be enrolled at age 65 in Medicare Part A coverage and the voluntary Medicare Part B coverage. However, those individuals who are eligible for automatic enrollment must be given the opportunity to decline the Medicare Part B coverage.

2. Enrollment by Application. The following applies:

a. Medicare Part A. Federal/Postal retirees, who are eligible for Medicare Part A on the basis of Federal/Postal employment and who are not otherwise entitled to Social Security retirement and disability, must apply for Medicare Part A coverage in order for it to begin at age 65. In addition, all persons age 65 and over who are resident U.S. citizens or alien residents who have resided in the U.S. continuously for at least 5 years also are eligible to enroll for Medicare Part A coverage. Employees are not required to retire in order to attain Medicare Part A coverage at age 65. Those who are eligible should file an application for Medicare Part A coverage approximately 3 months before their 65th birthday.

2. Medicare Part B. Anyone eligible for Medicare Part A coverage, who is not automatically enrolled in Medicare Part B, may apply for the Medicare Part B coverage. No Social Security or Federal/Postal work credits are needed to become enrolled in Medicare Part B; however, a monthly premium is required.

(a) Initial Enrollment Period. Enrollment is as follows: (a) the initial enrollment period for Medicare Part B for those individuals approaching age 65 is in effect for 7 months; this period begins 3 months prior to the month the person will reach age 65; and (b) the initial enrollment period for disabled individuals begins the first month they become eligible for Medicare A coverage. Employees may apply for Medicare Part A coverage at any time after the initial enrollment period; however, if the employee does not apply for Medicare Part B coverage during the initial enrollment period, the premium increases. For every 12 months the employee was eligible to enroll in Medicare Part B but declined enrollment, Medicare adds 10 percent to the monthly premium. If for some reason, employees do not apply during the initial enrollment period, they will have an opportunity to enroll in Medicare Part B during the next general enrollment period.

(b) General Enrollment. The general enrollment period for Medicare is the first 3 months of every calendar year. Medicare Part B coverage will not become effective until the following July 1, regardless of when the employee enrolls during this period.

3. Family Members

a. Eligibility Requirements. Family members of those employees who are insured for Medicare purposes are also entitled to Medicare coverage. However, to receive this coverage, these individuals must apply for Medicare coverage and meet the other stipulations for coverage as required by law. The following family members (with related coverage requirements) are entitled to Medicare.

(1) A spouse who is at least age 65 or who has a chronic kidney disease;

(2) A disabled adult child of either a deceased employee who was insured for Medicare purposes or of an employee who is eligible for Medicare;

(3) A widow or widower who is age 65 or has end-stage renal disease or is disabled;

(4) A dependent parent who is at least age 65;

(5) A divorced spouse, widow, or widower who is at least age 65 and whose marriage lasted at least 10 years; and

(6) A child with end-stage renal disease.

b. Exception. Family members of those employees who are age 62–65 also can receive Medicare benefits at age 65, if the employees were insured for Medicare based on the quarters of coverage they earned after December 1982.

VI. Employment—Age 65–69

A. Employer Responsibility. An employer must offer workers age 65–69 the same health benefits

under the same terms and conditions as those offered to workers who are under age 65. Employees who continue to work after age 65 have the option to accept or reject coverage under the Federal Employees' Health Benefits Program (FEHBP). Under regulations promulgated by the Equal Employment Opportunity Commission, workers who are age 65 through 69 must be provided with a written explanation of all available health plans and of their options under those plans. This written explanation must include: (a) information about the consequences of electing coverage under FEHBP and (b) the effects such a choice will have on Medicare coverage. Employees also must be given an opportunity to make an election in writing.

Note: Retirees are not covered by these provisions.

B. Employee Responsibility. If the employee accepts FEHBP coverage, Medicare will become the secondary health insurance payer. However, if the employee rejects FEHBP coverage, Medicare will remain the primary insurance payer. Any employee who continues to work after age 65 must file an application for Medicare Part B coverage approximately 3 months before the 65th birthday, in order for Medicare protection to begin at age 65.

Note: Medicare becomes the primary insurance payer at age 70, regardless of the individual's employment status.

VII. Events That Affect Medicare Benefits

The following conditions can affect an individual's Medicare benefits:

A. If an employee has Medicare Part A coverage because of entitlement to Social Security benefits on a spouse's work record, the protection will end if the spouse's entitlement to those benefits ends.

B. If Medicare Part A coverage is obtained as the spouse of a Federal/Postal employee, the protection will end if the employee and spouse divorce prior to 10 years of marriage.

C. If Medicare Part A coverage is based on the employee's Social Security work record or Federal/Postal employment, the protection will continue for life.

VIII. Distribution and Retention of OPM Form 1528

A. Who Receives the Forms? OPM Form 1528 will soon be distributed to all Postal career employees covered by the Civil Service Retirement System who were on the active rolls in January 1983 and have an entered-on-duty date prior to January 1, 1983.

B. How Is it Distributed and Retained? These forms will be produced at the Minneapolis PDC and sent to each MSC, BMC, Region or Division. It will then be distributed by those installations in accordance with the following prescribed procedures:

1. All separated employees and all active employees, who are over age 65, will have one copy mailed to their home address of record; and one copy will be filed in their OPF.

2. Active employees under age 65 will have both copies placed in their OPF. One copy will be permanently retained and the second copy will be given to the employee upon separation or attainment of age 65.

3. Each MSC will be provided with a copy on microfiche for all employees serviced by that installation.

Note: Due to the sensitive nature of the information contained on Form 1528, it must be distributed according to the provisions of the Privacy Act.

IX. Additional Assistance

A. Employee Inquiries. Individual employees who have specific questions concerning Medicare should contact the nearest Social Security Administration (SSA) office. When an application is filed for Medicare protection, the Social Security office will require proof of age, i.e., birth certificate or baptismal record showing an individual's date of birth. Employees who need Postal/Federal service to meet the insured status requirements should present their OPM Form 1528.

B. Available Publications. Employing offices should contact the local Social Security office to request free publications concerning Medicare. The following recent editions are suggested:

1. *A Brief Explanation of Medicare,* SSA Publication #05–10043.

2. *Your Medicare Handbook,* Publication #HCFA–10050.

3. *Medicare and Employer Health Plans, A Special Rule for People Age 65–69.* Publication #HCFA–02150.

The information in this article should be retained until it has been incorporated in a future transmittal letter of the EMPLOYEE AND LABOR RELATIONS MANUAL.

—Employee Relations Dept., 11–27–86.

Colorful But Dangerous

Wet leaves can be as slippery as ice.
Drive carefully.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21592 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21471 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
271 186 6453 to 6463
279 022 5467 to 5499
282 336 2000 to 2499
283 459 4125 to 4199
283 459 4280 to 4299
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
301 424 3477 to 3499
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 116 6533 to 7499
349 389 9242 to 9299
349 615 0000 to 0099
349 910 0000 to 0399
350 251 5100 to 5199
351 113 4615 to 4699
351 113 4800 to 4899
351 113 4900 to 4999
351 110 4900 to 4999
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 257 2100 to 2199
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
361 974 6812 to 6999
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
363 965 7892 to 7999
364 467 6102 to 6199
364 826 1081 to 1099
365 512 9428 to 9499
365 693 4200 to 4299
365 842 7960 to 7999
365 997 7565 to 7699
366 205 2072 to 2099
366 772 6702 to 6799
366 998 7669 to 7681
367 303 6006 to 6099
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
367 519 6700 to 6899
368 371 3923 to 3999
368 730 7825 to 7899
368 854 6200 to 6299
369 345 0188 to 0199
369 674 8141 to 8199
369 718 3783 to 3799
370 193 8257 to 8299
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21594 article.

476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
515,790,190 to 0,230
515,892,011 to 2,020
516,649,101 to 9,200
516,882,201 to 2,300
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
520,736,961 to 7,000
522,798,708 to 8,800
523,727,009 to 7,100
525,483,962 to 4,000
525,774,402 to 4,600
525,871,401 to 1,500
526,389,501 to 9,600
526,389,972 to 390,000
528,910,726 to 0,900
530,756,618 to 6,700
531,847,601 to 7,700
531,856,401 to 6,500
532,013,666 to 3,700
532,401,823 to 1,900
532,464,390 to 4,600
532,883,490 to 3,500
533,820,480 to 0,496
533,820,501 to 0,599
536,549,001 to 550,300
536,550,301 to 551,200
536,606,101 to 6,300
537,417,901 to 8,000
537,781,201 to 1,600
537,614,901 to 5,600
539,989,721 to 9,800
539,991,061 to 1,100

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21594** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

009567	109129	303819	336010	452358	601559	711253	794130	926616
009575	111061	303923	336011	452396	601604	711315	794195	926647
010059	112069	314544	336018	454130	602018	713039	799155	926701
014300	112311	317120	336023	462061	602026	731263	801039	926708
014390	113080	328149	336026	462150	602028	731301	809028	926743
018164	114089	328166	336092	462159	605407	731348	809033	926760
018188	117217	328218	336158	462162	605411	740011	815035	926827
018193	132115	331688	336168	462177	605416	741378	841243	926862
019033	142153	331782	336284	468083	607274	741390	841250	927264
021064	170091	333312	336285	482124	607609	741393	850049	927282
021258	187010	333759	336360	482172	620012	741420	850050	927327
021282	191436	333834	336365	482213	620013	741507	850085	927399
021330	193129	334033	337027	482336	620019	741537	850095	931333
021388	193139	334041	337151	490047	620020	752519	850441	931964
021486	207016	334062	339307	500011	624014	752572	856027	937038
040007	212237	334229	339311	503170	631300	752607	871077	937099
065080	212244	335007	352172	505150	631371	752611	871232	941270
065082	212272	335024	374091	522005	631372	752620	871233	945316
066054	222048	335043	381352	524064	641236	752649	871235	945330
066100	236028	335078	392105	524066	641252	752678	871305	946075
069208	280039	335088	392142	532218	641253	760270	901070	948028
071496	282221	335098	402191	532224	641262	760330	901121	948032
075098	282227	335099	402245	532234	641267	761021	901303	949030
076011	282236	335144	402253	532238	641271	761234	901375	950145
076032	282237	335145	402281	532243	641281	761316	901489	950181
076085	282238	335146	402308	549052	641283	770010	901537	950226
089083	282241	335147	405060	551195	641291	770475	902207	951156
100832	282242	335165	405062	554543	641293	770526	902361	951229
101035	282246	335167	405065	554550	641301	772072	910204	951278
101117	283134	335168	405067	554553	641307	772197	910210	953009
101161	296108	335198	405068	554582	641318	772250	911063	958152
101298	296141	335200	411001	591180	641333	772265	913365	958155
101338	303418	335204	432132	600066	641354	777101	913441	958182
101517	303566	335214	441005	601058	641364	780056	917650	972188
101525	303571	335215	441598	601178	658137	782278	917680	972266
101673	303585	335252	451002	601212	685036	782317	921492	974045
101801	303734	335274	452032	601218	685038	784118	921507	981539
101969	303748	335553	452302	601233	685044	785007	922059	981590
105062	303769	335567	452310	601235	701558	787327	922062	984068
109121	303775	335590	452312	601239	705171	787391	924096	992032
109124	303817	335597	452342	601241	708280	794015	924108	992171

—Marketing Dept., 11-27-86.

Process Express Mail pouches daily—
Return all surplus to nearest concentration point

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
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POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

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UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

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NEWARK PUBLIC LIBRARY

DEC 16 1986

U. S. GOVT. DOCS. DEPOSITORY ITEM

PERSONAL PROPERTY ACCOUNTING

The recent change in the capitalization limit of personal property from $500 to $1,000 (see POSTAL BULLETIN 21583, 9-11-86) requires employees responsible for personal property accounting to follow these instructions:

A. Property Change Lists

In each accounting period, the St. Louis Postal Data Center (PDC) sends out property change lists. Each office must compare the list with the pending verification file, and return a verified copy to the St. Louis PDC *within 10 working days.* The Space and Property Management Branch, Headquarters, and the Manager of the Materiel Management Branch, Procurement Service Center, must verify all transactions on the list. (See Handbook AS-701, *Supply Management,* Section 565.) Adherence to the 10-day schedule ensures that all property records are current and that they accurately reflect the property assets reported on Postal Service financial statements.

The increased personal property capitalization limit reduces the workload necessary to control the change lists. However, since the interval between physical inventories has been extended from 2 to 3 years, it is important to complete the listings and return them promptly.

B. Property Recordkeeping

The increased personal property capitalization limit eliminates from accounting records various types and categories of equipment. These items, identified on the purge listing generated by the St. Louis PDC and provided to each accountable office, are no longer considered accountable property. Therefore, the identification (ID) label should be removed from the item and the old property card, Form 961-A, *Post Office Property Record,* for that item should be *destroyed.*

For capitalized property costing $1,000 or more, the St. Louis PDC has reissued Form 961-A and transferred information on the old cards to the reissued cards. Property officers should manually transfer any other pertinent data from the item's old property card to the reissued card and then *destroy* the old card.

This action simplifies recordkeeping for accountable property and avoids confusion during physical inventory. THIS SHOULD BE DONE ONLY FOR ITEMS ON THE ST. LOUIS PDC PURGE LISTING.

Note: The St. Louis PDC will delete, add to, or modify material in the section of Form 961-A headed "Current Processing Information." (This section is limited to 70 characters for extended descriptions.) If accountable offices wish to change that data, they must return the new card along with the requested change to the St. Louis PDC, which will issue a revised card. Direct any questions or discussions regarding the above instructions to the St. Louis PDC, Property Section.

—Dept. of the Controller, 12-4-86.

Special Service Mail Sent Abroad Via Department of State

Registered, insured, special delivery, special handling, and COD services are *not available* for mail transmitted to overseas locations through Department of State facilities.

Do not sell these special services to postal customers who mail such articles. This mail is easily recognizable by the ZIP Code and is customarily addressed as follows:

Name
Foreign City
Department of State
Washington, DC 20520 (20521 or 20523)

Mail sent with a special service designation addressed for transmission via the Department of State *must* be endorsed "Service Not Available."*—Rates & Classification Dept., 12-4-86.*

SAFETY IS NO ACCIDENT

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Pl. 3:

SECOND-CLASS TRANSFER HUBS

The following identifies the ZIP Code spans, service area facilities and the transfer hubs designated for second-class mail. Mailers are requested to make up direct containers, trailers, and vans for 5-digit, city, 3-digit, SCF, and the service area facilities listed below before preparing the designated hub network.

ZIP Code Service Area	Primary Service Area Facility	Transfer Hub	
		Primary	Alternative
006–007, 009	SAN JUAN PR	NORTH JERSEY	
008	SAN JUAN PR	NORTH JERSEY	
010–016	SPRINGFIELD MA	SPRINGFIELD	
017–026	BOSTON MA	SPRINGFIELD	
027–029	PROVIDENCE RI	SPRINGFIELD	
030–034, 038–039	MANCHESTER NH	SPRINGFIELD	
040–049	PORTLAND ME	SPRINGFIELD	
050–059, 035–037	SPRINGFIELD MA	SPRINGFIELD	
060–069	NEW HAVEN CT	SPRINGFIELD	
070–079, 088–089	NORTH JERSEY NJ	NORTH JERSEY	
080–087	SO. JERSEY NJ	PHILADELPHIA	
090–098	MILITARY CENTER NY	NORTH JERSEY	
100–102, 104	NEW YORK NY	NORTH JERSEY	
103, 105–129	NORTH JERSEY	NORTH JERSEY	
130–149	BUFFALO NY	BUFFALO	PITTSBURGH
150–168	PITTSBURGH PA	PITTSBURGH	
169–196	PHILADELPHIA PA	PHILADELPHIA	
197–199	WILMINGTON DE	PHILADELPHIA	
200–205	WASHINGTON DC	WASHINGTON	
206–209	PRINCE GEORGES MD	WASHINGTON	
210–219, 254, 267	BALTIMORE MD	WASHINGTON	
220–223, 226–229, 244	NORTHERN VA	WASHINGTON	
224–225, 230–243, 245	RICHMOND VA	WASHINGTON	
246–253, 255–266, 268	CHARLESTON WV	PITTSBURGH	
270–289, 293, 296–297	GREENSBORO NC	GREENSBORO	
290–292, 294, 295	COLUMBIA SC	GREENSBORO	
300–306, 308–319, 298–299	ATLANTA GA	ATLANTA	
320–329, 334–339, 342	JACKSONVILLE FL	JACKSONVILLE	
330–333, 340	MIAMI FL	JACKSONVILLE	
350–368	BIRMINGHAM AL	ATLANTA	
370–379, 307	NASHVILLE TN	MEMPHIS	
380–386, 723	MEMPHIS TN	MEMPHIS	
387–397, 369	JACKSON MS	MEMPHIS	
400–409, 411–427, 471, 476, 477	LOUISVILLE KY	CINCINNATI	
430–438, 456–458	COLUMBUS OH	CINCINNATI	
439–449	CLEVELAND OH	DETROIT	
410, 450–455, 470	CINCINNATI OH	CINCINNATI	
460–469, 472–475, 478, 479	INDIANAPOLIS IN	CINCINNATI	
480–497	DETROIT MI	DETROIT	
500–514, 520–528, 612	DES MOINES IA	DES MOINES	
498–499, 530–539, 541–543, 549	MILWAUKEE WI	CHICAGO	
540, 544–548, 550–567	ST. PAUL MN	ST. PAUL	
570–577	SIOUX FALLS SD	DES MOINES	
580–588	FARGO ND	ST. PAUL	
590–599	BILLINGS MT	DENVER	

ZIP Code Service Area	Primary Service Area Facility	Transfer Hub	
		Primary	Alternative
600–611, 613, 617	CHICAGO IL	CHICAGO	
614–616, 618–639, 654–655	ST. LOUIS MO	ST. LOUIS	
640–653, 656–658	KANSAS CITY MO	ST. LOUIS	
660–668, 673	KANSAS CITY KS	KANSAS CITY KS	
669–672, 674–679, 739	WICHITA KS	KANSAS CITY KS	
515–516, 680–693	OMAHA NE	DES MOINES	
700–714	NEW ORLEANS LA	MEMPHIS	
716–722, 724–729	LITTLE ROCK AR	MEMPHIS	
730–738, 740–749	OKLAHOMA CITY OK	DALLAS	
750–769, 790–799	DALLAS TX	DALLAS	
770–789	HOUSTON TX	DALLAS	
800–816	DENVER CO	DENVER	
820–831	CHEYENNE WY	DENVER	
832–837, 979, 994	BOISE ID	SALT LAKE CITY	DENVER
840–847	SALT LAKE CITY UT	SALT LAKE CITY	DENVER
850–864	PHOENIX AZ	DENVER	
865–884	ALBUQUERQUE NM	DENVER	
890–898, 961	LAS VEGAS NV	SALT LAKE CITY	DENVER
900–935	LOS ANGELES CA	LOS ANGELES	
936–960, 969	OAKLAND CA	OAKLAND	
962–966	OAKLAND CA	OAKLAND	
967–968	HONOLULU HI	OAKLAND	LOS ANGELES
970–978, 986	PORTLAND OR	SEATTLE	SALT LAKE CITY
980–985, 987–993, 838	SEATTLE WA	SEATTLE	SALT LAKE CITY
995–999	SEATTLE WA	SEATTLE	SALT LAKE CITY

—Mail Processing Dept., 12–4–86.

DMM Revision

Registered Mail Claims

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 149.441b(5) is revised to make the processing time for Form 565, *Registered Mail Application for Indemnity,* compatible with the processing time for Form 3812, *Request for Payment of Domestic Postal Insurance,* which is used for both insured and COD claims (DMM 149.343).

The DMM is revised as follows:

149.4 Registered Mail Claims

* * * * *

.44 Additional Post Office Responsibilities

.441 Claim Form Initiated at Another Office

* * * * *

b. Address Office (Claim Sent from Mailing Office).

* * * * *

(*5*) All portions of the claim form must be completed *within five days* after receipt and forwarded to the St. Louis PDC or the Inspection Service, whichever is applicable.

This revision will be included in a future issue of the DMM.

—Rates & Classification Dept., 12–4–86.

Travel—Submitting Requests for Non-Postal Career Executive Service (PCES) Deviations

Handbook F–10, *Travel,* Section 142 is replaced with the following:

142 Processing a Request for a Deviation

a. For Headquarters and Headquarters related units, request(s) for deviation must be submitted to the General Manager, National Accounting Division, Office of Accounting, Headquarters, for review and decision (see *c* below).

b. For Regional Headquarters and their related units, request(s) for deviation must be submitted to the Regional Director of Finance who will approve or deny the request(s) (see *c* below).

c. Your immediate PCES manager must affix a recommendation onto your deviation request.

Note: Request(s) for deviation from PCES relocation policy (Handbook F–11) must be submitted, with your immediate PCES manager's recommendation, to the *Director, Office of Accounting,* Department of the Controller, Headquarters, who will adjudicate all such requests.

Dept. of the Controller, 12–4–86.

Express Mail International Service Changes Since the March 1986 Edition of Pub. 273

Because of Express Mail International Service expansion since the last edition of Pub. 273, *Express Mail International Service Guide*, we are listing here all the service changes that have appeared in the POSTAL BULLETIN since March 1986. The next edition of Pub. 273 is scheduled for early 1987.

Country	POSTAL BULLETIN Reference
Cayman Islands (new service)	PB 21592, November 6, page 18
Chile (new service)	PB 21587, October 2, page 17
China (additional areas served).	PB 21573, July 3, page 22
China (correction of July 3 issue).	PB 21575, July 17, page 51
Guyana (new service)	PB 21573, July 3, page 19
Japan (expanded service)	PB 21592, November 6, page 19
Korea (additional areas served).	PB 21595, November 27, page 2
Malaysia (additional areas served).	PB 21589, October 16, page 1
Nigeria (new service)	PB 21573, July 3, page 20
Oman (new service)	PB 21573, July 3, page 21
Senegal (new service)	PB 21587, October 2, page 13
South Africa (additional areas served).	PB 21576, July 24, page 5
Taiwan (additional areas served).	PB 21595, November 27, page 2
Turkey (additional areas served).	PB 21573, July 3, page 22
Turkey (additional areas served).	PB 21592, November 6, page 20

Handle indemnity claims and claim status inquiries promptly

Penalty Overtime Exclusion

The December period referenced in Article 8, Sections 4 and 5, of the *1984 USPS APWU/NALC National Agreement* and the *1984 USPS Mail Handlers Agreement*, during which penalty overtime regulations are not applicable, consists of four consecutive service weeks. This year the period will begin with the service day for November 29, 1986, Week 2 of Pay Period 25/86 and end with the service day for December 26, 1986, Week 1 of Pay Period 01/87.

Offices should ensure that no penalty overtime is recorded on the timecards during this period (4 weeks).—*Dept. of the Controller, 12–4–86.*

Retention of Mailing Receipts

At this, the busiest mailing season of the year, it is imperative that clerks remind customers to keep their original mailing receipt(s) for accountable mail until the article is received by the addressee. In the event of loss or damage of insured, COD, registered or Express Mail articles, postal customers must present this receipt in order for a claim to be accepted.

—*Rates & Classification Dept., 12–4–86.*

Got a Minute?

Learn how to protect yourself.

HOME SECURITY TIPS

More than three million residential burglaries are committed annually - one every ten seconds. Don't become a victim.

Secure all swinging doors with dead-bolt locks. Use an auxiliary locking bar to secure sliding doors.

Keep doors locked whether you are at home or away.

Close and lock windows when you leave your home.

Don't hide spare keys. Burglars always seem to find them. Instead, give your key to a trusted neighbor.

When going on vacation stop all deliveries and ask a neighbor to stop by your house once a day to pick up advertising circulars or anything else that may pile up at your front step.

Use automatic timers to turn indoor lights on and off to make it appear you are at home.

Identify your belongings. By engraving an identifying number on your possessions you can reduce the chances that your possessions will be stolen. If stolen, the identifying numbers will make it easier for an item to be returned to you if it's recovered by the police.

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DECEMBER 1986

Have you seen any of these children?

Participate in the NALC/USPS Child Alert program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.

Joshua Ryan Cappo
Born: 09/08/78
Date missing: 09/02/83
From: New Orleans, Louisiana

Abram Allen Aguilar
Born: 01/09/82
Date missing: 09/04/83
From: Phoenix, Arizona

Christopher Enoc Abeyta
Born: 11/28/85
Date missing: 07/15/86
From: Colorado Springs, CO

Shelly-Anne Bacsu
Born: 04/07/67
Date missing: 05/03/83
From: Hinton, Alberta, Canada

Michelle Lee Dorr
Born: 10/12/79
Date missing: 05/31/86
From: Silver Spring, Maryland

Beau Dylan Arceneaux
Born: 06/07/82
Date missing: 09/13/83
From: Lafayette, Louisiana

Please Call the National Center for Missing and Exploited Children—
HOT LINE 1-800-843-5678

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations and branches. Please remove and discard previous versions. At their option, operators of contract postal units may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service *only* through periodic issues of the POSTAL BULLETIN.

This Office Will Be Closed Christmas Day December 25, 1986

This Office
Will Be Closed
Christmas Day
December 25, 2024

1987 PAY DATES, ORGANIZATION DUES, AND LEAVE YEAR

The following chart lists the pay periods for 1987. Asterisks (*) indicate pay periods in which union and employee organization dues will be deducted and the pay date when the employee's check will reflect this deduction. National Association of Letter Carriers (NALC) and American Postal Workers Union (APWU) dues, however, are withheld each pay period.

For the convenience of timekeepers, the biweekly pay periods have been divided into weeks, showing beginning and ending dates each week.

The leave year always begins with the first day of the first full pay period in the calendar year. The chart below indicates that the 1987 leave will begin Pay Period 2, January 3, 1987, and will extend for one year, or 26 full pay periods, ending January 1, 1988 (Pay Period 1, 1988).

1987 Pay Period Inclusive Dates

Pay period	Week one	Week two	Pay date	Holidays
*01	12–20 to 12–26	12–27 to 01–02	01–09	12–25 and 01–01
02	01–03 to 01–09	01–10 to 01–16	01–23	
03	01–17 to 01–23	01–24 to 01–30	02–06	01–19
*04	01–31 to 02–06	02–07 to 02–13	02–20	
05	02–14 to 02–20	02–21 to 02–27	03–06	02–16
*06	02–28 to 03–06	03–07 to 03–13	03–20	
07	03–14 to 03–20	03–21 to 03–27	04–03	
*08	03–28 to 04–03	04–04 to 04–10	04–17	
09	04–11 to 04–17	04–18 to 04–24	05–01	
*10	04–25 to 05–01	05–02 to 05–08	05–15	
11	05–09 to 05–15	05–16 to 05–22	05–29	
*12	05–23 to 05–29	05–30 to 06–05	06–12	05–25
13	06–06 to 06–12	06–13 to 06–19	06–26	
*14	06–20 to 06–26	06–27 to 07–03	07–10	
15	07–04 to 07–10	07–11 to 07–17	07–24	07–04**
16	07–18 to 07–24	07–25 to 07–31	08–07	
*17	08–01 to 08–07	08–08 to 08–14	08–21	
18	08–15 to 08–21	08–22 to 08–28	09–04	
*19	08–29 to 09–04	09–05 to 09–11	09–18	09–07
20	09–12 to 09–18	09–19 to 09–25	10–02	
*21	09–26 to 10–02	10–03 to 10–09	10–16	
22	10–10 to 10–16	10–17 to 10–23	10–30	10–12
*23	10–24 to 10–30	10–31 to 11–06	11–13	
24	11–07 to 11–13	11–14 to 11–20	11–27	11–11
*25	11–21 to 11–27	11–28 to 12–04	12–11	11–26
26	12–05 to 12–11	12–12 to 12–18	12–24	

1988 Pay Periods Begin

*01	12–19 to 12–25	12–26 to 01–01	01–08	12–25 and 01–01

Dues deductions for employees who have authorized them are made the first pay period that ends in each month, with the exception of NALC and APWU.

**For employees normally scheduled to work on Saturday, Saturday, July 4, is the holiday. For those employees whose SDO includes Saturday, the previous regularly scheduled workday is the designated holiday. —*Dept. of the Controller, 12–4–86.*

PLEASE POST ON BULLETIN BOARD

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Microfiche Edition.

National Guard Postal Card

A 14-cent domestic rate postal card marking the 350th anniversary of the National Guard will be issued December 12 in Boston, Massachusetts.

The postal card design was created by veteran stamp and stationery designer Bradbury Thompson, who based his work on a painting by Don Troiani, entitled "The First Muster."

The modern National Guard was created by Article II of the Bill of Rights, which called for a "well-regulated militia." However, the organization's roots can be traced back to 1636, when the General Court of the Massachusetts Bay Colony ordered the division of the colony's militia into three groups, the North, South, and East Regiments. The name, "National Guard," was first used in 1824, by New York's 107th Infantry Regiment, during that group's duty as honor guard for the Marquis de Lafayette. Within a few years, most other state regiments also had adopted the name.

In the three and a half centuries since the formation of the first colonial Massachusetts regiments, the National Guard has provided military assistance in every major American conflict. During peacetime, specially trained and equipped units around the country remain prepared for mobilization in the event of conflict or national emergency.

Procedures for ordering first day cancellations are as follows:

Customer-Provided Stationery: Customers are urged to purchase the postal cards at post offices and philatelic centers. All cards should be addressed on the right side at least ⅝ of an inch up from the bottom. Requests must be postmarked by January 11 and addressed: CUSTOMER-PROVIDED POSTAL CARDS, POSTMASTER, BOSTON, MA 02205–9991. No remittance is required.

Postal Service-Provided Stationery: The Postal Service will supply postal cards when requested to do so. Customers should provide a peelable return address label for each card ordered to eliminate the need for postal personnel to apply return addresses. The price is 14 cents for each card and personal checks in the exact amount will be accepted up to the limit of 50 cards. Do not send cash. Mail orders by January 11 to: NATIONAL GUARD POSTAL CARD, POSTMASTER, BOSTON, MA 02205–9992.

After local stocks of the item are depleted, it will be available from all philatelic centers and by mail order from the Philatelic Sales Division. A *Philatelic Catalog,* listing all available stamps and other philatelic items, may be obtained here or from the Philatelic Sales Division, Washington, DC 20265–9997.

USPS Stamp Poster 86–32
Remove after January 11

PLEASE POST ON BULLETIN BOARD

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21595** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

009567	109121	303734	335274	462159	601604	705171	809028	926708
009575	109124	303748	335567	462162	602018	708280	815035	926743
010059	109129	303769	335597	462177	602026	711253	841243	926760
014300	111061	303775	336023	468083	602028	711315	841250	926862
014390	112069	303817	336284	482124	605407	713039	850050	927264
018164	112311	303819	336360	482172	605411	731263	850085	927282
018188	113080	303923	337151	482213	605416	740011	850095	927327
018193	114089	314544	339307	482336	607274	741378	856027	927399
019033	117217	317120	339311	490047	607609	741390	871077	931333
021064	142153	328149	352172	500011	620012	741393	871232	931964
021258	170091	328166	374091	503170	620013	741420	871233	937099
021282	187010	328218	381352	505150	620019	741507	871235	941270
021388	191436	331688	392105	522005	620020	741537	871305	945316
021486	193129	331782	392142	524064	624014	752519	901070	945330
040007	193139	333312	402191	524066	631300	752649	901121	946075
065080	207016	333759	402245	532218	631371	752678	901303	948028
065082	212237	333834	402253	532224	631372	760270	901375	949030
066054	212244	334033	402308	532234	641236	760330	901489	950145
066100	212272	334041	405060	532238	641252	761021	901537	950181
069208	222048	334062	405062	532243	641253	761316	902207	950226
071496	236028	334229	405065	549052	641262	770010	902361	951156
075098	280039	335007	405067	551195	641267	770475	910204	951229
076011	282221	335024	405068	554543	641271	770526	910210	951278
076032	282227	335043	411001	554550	641281	772072	911063	953009
076085	282236	335088	432132	554553	641283	772250	913365	958152
089083	282237	335098	441005	554582	641291	772265	913441	958155
100832	282238	335099	441598	591180	641293	780056	917650	958182
101035	282241	335144	451002	600066	641301	782278	917680	972188
101117	282242	335145	452032	601058	641307	782317	921492	972266
101161	282246	335146	452310	601178	641318	784118	921507	974045
101298	283134	335147	452312	601212	641333	785007	922059	981539
101338	296108	335165	452342	601218	641354	787391	922062	981590
101517	296141	335168	452358	601233	641364	794015	924096	984068
101525	303418	335198	452396	601235	658137	794130	924108	992032
101673	303566	335200	454130	601239	685036	794195	926616	992171
101801	303571	335204	462061	601241	685038	799155	926647	
101969	303585	335215	462150	601559	685044	801039	926701	

—Marketing Dept., 12–4–86.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21595 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21471 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
271 186 6453 to 6463
279 022 5467 to 5499
282 336 2000 to 2499
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
301 424 3477 to 3499
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 116 6533 to 7499
349 389 9242 to 9299
349 615 0000 to 0099
349 910 0000 to 0399
350 251 5100 to 5199
351 113 4615 to 4699
351 113 4800 to 4899
351 113 4900 to 4999
351 110 4900 to 4999
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 257 2100 to 2199
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
361 974 6812 to 6999
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
363 965 7892 to 7999
364 467 6102 to 6199
364 826 1081 to 1099
365 512 9428 to 9499
365 693 4200 to 4299
365 842 7960 to 7999
365 997 7565 to 7699
366 205 2072 to 2099
366 772 6702 to 6799
366 998 7669 to 7681
367 303 6006 to 6099
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
367 519 6700 to 6899
368 371 3923 to 3999
368 730 7825 to 7899
368 854 6200 to 6299
368 978 0561 to 0599
369 345 0188 to 0199
369 674 8141 to 8199
369 718 3783 to 3799
370 193 8257 to 8299
373 390 2301 to 2399
373 390 2518 to 2599
373 390 2604 to 2699
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

Warning Notice—Unrecovered Missing Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21595 article.

476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
515,790,190 to 0,230
515,892,011 to 2,020
516,649,101 to 9,200
516,882,201 to 2,300
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
520,736,961 to 7,000
522,798,708 to 8,800
523,727,009 to 7,100
525,483,962 to 4,000
525,774,402 to 4,600
525,871,401 to 1,500
526,389,501 to 9,600
526,389,972 to 390,000
528,910,726 to 0,900
530,756,618 to 6,700
531,847,601 to 7,700
531,856,401 to 6,500
532,013,666 to 3,700
532,401,823 to 1,900
532,464,390 to 4,600
532,883,490 to 3,500
533,820,480 to 0,496
533,820,501 to 0,599
536,549,001 to 550,300
536,550,301 to 551,200
536,606,101 to 6,300
537,417,901 to 8,000
537,781,201 to 1,600
537,614,901 to 5,600
539,124,001 to 4,600
539,989,721 to 9,800
539,991,061 to 1,100

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

1. Postal Service Requisitions	2. Public Orders
a. Missing Issues. To order copies not received in regular distribution, call the Eastern Area Supply Center at PEN 440-2211 or (201) 725-2720, ext. 211. **b. Single Issue.** To order additional copies, send a Form 7380, *Supply Center Requisition,* to the Eastern Area Supply Center, Somerville, NJ 08877-9991. **c. Quantity Changes.** Complete form below and send entire page to: Document Control Division USPS Headquarters Washington, DC 20260-1571 **d. Address Changes.** Same as 1-c.	**a. Source.** Superintendent of Documents U.S. Government Printing Office Washington, DC 20402-0001 Tel. (202)783-3238 **b. Single Copy.** Complete form below and send this entire page and check or money order for $1.50 per copy (payable to Superintendent of Documents) to address in 2-a above. **c. Subscription.** Complete form below. Send this entire page and check or money order for $71.00 (per year) to address in 2-a above. **d. Address Changes.** Complete form below and send entire page to address in 2-a above.

POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21597

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

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22-Cent Michigan Statehood Commemorative Stamp

The 22-cent Michigan Statehood commemorative postage stamp will be placed on sale January 26, 1987, in Lansing, MI. This stamp issue commemorates the 150th anniversary of Michigan statehood.

Do Not Sell Before January 27, 1987

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S. GOVT. PUBS.
EPOSITORY 376

Issued in panes of 50.

Collector information will appear in a future issue.

Supply. All post offices will receive their standard automatic distribution quantity for a 50-subject commemorative stamp. Since the total quantity of this stamp, ***item 413,*** will be distributed automatically, *the Bureau of Engraving and Printing will not honor supplemental requisitions.*

NOTE: *This commemorative stamp is being shipped approximately 45 days prior to first day of issue. However, you will receive automatic distribution documents for Stamp Distribution Offices in early January. Do not ship the stamps until the date shown on those documents. All other post offices must retain these stamps in the main vault and dispense them to stations, branches, and window clerks a few days before January 26.*

—Philatelic Affairs Dept., 12–11–86.

Red Pouch (SAM) Shortage

Red Pouches used to transport military space available mail (SAM) are extremely scarce. The use of red pouches in the International Surface Air Lift (ISAL) Program has worsened the shortage.

SAM pouches are no longer authorized for use in the ISAL Program and must not be issued for that purpose.

The international plastic gray disposable sack (Item 36 in the Equipment Inventory Reporting System (EIRS)) is approved for use in the ISAL Program. The gray sack (Item 36) is readily available from transportation management service centers (TMSC).

Please sweep all post offices to find any red pouches. Ship the red pouches to the following mail transport equipment centers:

Mail Transport Equipment Center
U.S. Postal Service
905 River Road
Edgewater, NJ 07020–1285

Mail Transport Equipment Center
U.S. Postal Service
1650 65th Street
Emeryville, CA 94608–9992

Each division general manager/postmaster is requested to ensure that the above procedures are followed.—*Mail Processing Dept., 12–11–86.*

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P1.3:

FORM 1079C FOR PQ I, FY '87, TO BE PROCESSED BY NEW YORK PDC

Due to the recent realignment of functions at Postal Data Centers (PDCs), beginning with the report for Postal Quarter (PQ) I, Fiscal Year (FY) 1987, Management Sectional Centers (MSCs) and Divisions should send Form 1079C, *Philatelic Product Inventory and Sales Reporting*, to the New York PDC, and *not* the San Mateo PDC, using the following address:

1079C
Postal Accounts Branch
New York Postal Data Center
1250 Broadway
New York, NY 10099–9132

The PQ I, FY '87, philatelic product inventory survey will begin on Saturday, December 20. With the holiday gift-giving season, the first quarter report usually reflects large philatelic product sales. We anticipate the same results this year, with the majority of the total sales for *The Postal Service Guide to U.S. Stamps* and the *1986 Commemorative Mint Set* occurring in this 3-month period.

All PQ I survey reports must be submitted by associate offices on the *Philatelic Product Physical Inventory Recap* printed in this POSTAL BULLETIN. (See sample on pages 3 and 4.) Previous forms—which were printed at Headquarters and distributed through the MSCs and Divisions—must not be used because some products have been added and others deleted since their preparation. Instructions are printed on the reverse side of the form.

Particular care must be given to the preparation of the forms at all reporting levels to ensure that PQ I, FY '87, reports reflect the same numbers in Column C ("On Hand at Beginning of Quarter") as were listed for products in Column F ("On Hand at End of Quarter") on the PQ IV, FY '86 forms.

By December 26, all associate offices must forward the completed *Philatelic Product Physical Inventory Recap*, printed in this POSTAL BULLETIN, to their MSC or Division office. There, the forms will be used to prepare a consolidated report using Form 1079C, *Philatelic Product Inventory and Sales Reporting*, which will be sent from the San Mateo PDC the week of December 22.

All MSCs and Divisions must send their consolidated Form 1079C on or before Friday, January 9, 1987, *to the New York PDC* using the above address. Also, a copy should be sent to: 1079C, Philatelic Marketing Division, Attn: Frank Thomas, Room 5630, USPS Headquarters, Washington, DC 20260–6355.

With the establishment of the Philatelic Affairs Department at Headquarters, under the direction of Assistant Postmaster General Gordon C. Morison, additional emphasis is being placed on the accurate and timely tracking of our philatetic products and the revenue they generate in relation to the goals set for each MSC. Therefore, it is imperative that Form 1079C be prepared properly and be submitted promptly at the end of the quarter.—*Philatelic Affairs Dept., 12–11–86.*

DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered	Product
NY, New York 10022–1008	Refund Center of America & Refund Center, Suite 1201, 30 East 60th Street.	Sale or distribution of information concerning a specified sum of money in refunds and discounts payable to recipients of Respondent's solicitation.
NY, Farmingdale 11735–1001.	Refund Center of America & Refund Center, 56 Willow Park Center.	Sale or distribution of information concerning a specified sum of money in refunds and discounts payable to recipients of Respondent's solicitation.
IL, Chicago 60619–0703	S. S. Star & Associates, P.O. Box 703	The sale of envelope stuffing and work at home programs.

—*Judicial Officer, 12–11–86.*

ZIP Code Speeds and Simplifies Mail Handling.
ZIP Code your mail.

U.S. POSTAL SERVICE

FY '87 PQ I **PHILATELIC PRODUCT PHYSICAL INVENTORY RECAP**

See Instructions on Reverse Before Completion

Reporting Retail Outlet/MSC	MSC Code	District Code	Finance No.	Reported Period	Ending Date

Line Reference (A)	Item Description and Number (B)	On Hand Beginning of Quarter (C)	Increase (Receipts and Adjustments) (D)	Decrease (Shipments and Adjustments) (E)	On Hand at End of Quarter (F)	Total Sold (C+D−E−F) (G)	Unit Selling Price (H)	TOTAL $ 00 (I)
01	U.S. Collecting Kit (925)						$2.00	
02	American Revolution Kit (931) Animal Kit (933)						2.50	
03	Spirit of America Kit (924) Science and Scientists Kit (930)						2.50	
04	Soccer Kit (836) Sport Kit (929)						2.50	
05	Famous Persons Kit (921) 30 Stamps, 30 Countries Kit (923)						2.50	
06	Transportation Kit (922) Conquest of Air Kit (851)						2.50	
07	Creatures of the Sea Kit (852) Ships Kit (853)						2.50	
08	1984 Summer Games Kit (854) Winter Olympics Kit (857)						2.50	
09	Auto Kit (855) Costumes Kit (858)						2.50	
10	Outer Space Kit (928)						3.00	
11	1983 U.S. Collecting Kit (830) 1984 U.S. Collecting Kit (859)						3.00	
12	1985 U.S. Collecting Kit (860)						3.00	
13	American Wildlife Album (838)						3.50	
14	1981 Commemorative Mint Set (881)						8.25	
15	1982 Commemorative Mint Set (882)						8.50	
16	1983 Commemorative Mint Set (883)						12.50	
17	1984 Commemorative Mint Set (884)						10.25	
18	1985 Commemorative Mint Set (865)						8.00	
19	1981 Definitive Mint Set *(Packet A)* (839)						8.50	
20	1982 Definitive Mint Set (830)						7.50	
21	1983 Definitive Mint Set (834)						6.25	
22	1984 Definitive Mint Set (833)						4.00	
23	The Postal Service Guide to U.S. Stamps *(13th Edition)* (861)						5.00	
24	1986 Commemorative Mint Set(886)						9.50	
25	1982 Birds and Flowers Mint Set *(Soft Cover)* (801)						11.00	
26	Golden Moments Olympic Mint Set (825)						20.00	
27	Postage Stamp Affixer (835)						20.95	
28	Statute of Liberty Folder (803)						3.50	
29	Presidential Mint Set (811)						10.00	
30	MAJUBRIA '86 Philatelic Exhibition Card (201N)						.14	
31	Presidential Stamp Sheets Set (564)						7.92	

Prepared by *(Print Name)*	TOTAL PHILATELIC SALES ▶	
Signature and Date *(Postmaster or Designee)*	Title	

PROCEDURES AND INSTRUCTIONS FOR COMPLETING FORM 1079

I. COPY DISTRIBUTION AND TIMING

AOs--Submit completed form to MSC one week after close of Quarter.

MSCs-Three weeks after close of Quarter submit consolidated report.

Where special regional instructions direct the MSC consolidated report to the Region for review prior to sending to New York PDC, these instructions should be followed.

II. SPECIAL INSTRUCTIONS - FORM 1079

1. With reference to LINE 01 on the form, please include only item 925. Do not include any inventory of older $2.00 collecting kits such as U.S. Stamp-1st Edition", "Space", "Animal Kingdom", "World of Sports", Birds and Butterflies", "Masterworks", "U.S. Stamps-2nd Edition", "50 Countries", "Diamonds", "Travel", "Flags", and "Flower" Collecting Kits. These are Items 930, 907, 909-912, 915-920.
2. Note the consolidation of all of the $2.50 collecting Kits. Please make this consolidation at the associate offices. DO NOT include any items that have been taken off sale.
3. Use *only* the issue of Form 1079 specified in the most recent Postal Bulletin notice or other instructions for the PQ survey. Using earlier issues will adversely impact PDC key punching and other operations.

III. GENERAL INSTRUCTIONS - FORM 1079

1. COLUMN (A) LINE REFERENCE

   Self explanatory.

2. COLUMN (B): Please refer to separate instructions listing the revisions and write-in entries, if any, needed in this column for the current survey.

3. COLUMN (C) ON HAND BEGINNING OF QUARTER

   AO-Refer to previous quarter's report for "On Hand at End of Quarter" - Column F. Column C of this report must be the same of Column F of the previous quarter's report.

   MSC-On consolidated report Column C must equal "On Hand at End of Quarter" of the previous quarter's report. Note this data comes preprinted on computerized Form 1079-C and should not be modified. Refer to separate instructions for details.

4. COLUMN (D) INCREASE/RECEIPTS AND ADJUSTMENTS

   AO-Record totals by product received from MSC/SDO during the quarter.

   MSC-Include only totals of those philatelic products received by the MSC/SDO from outside the MSC such as new products sent by contractor, transfers from Regional APD or from another MSC, during the quarter. DO NOT include shipments received from your AOs or stations and branches as returned stock.

5. COLUMN (E) DECREASE/SHIPMENTS AND ADJUSTMENTS

   AO-Record totals by product shipped back to the MSC/SDO by the AO during the quarter. If any stock was returned for destruction at MSC/SDO, attach letter stating amount by products to your 1079 when returned to MSC.

   MSC-Include only totals to those philatelic products shipped out of the MSC such as shipments to the Regional ADP or to other MSC/SDO. *Do Not* include shipments to your AOs or stations and branches. Also any products that have been destroyed by Form 3238, Destruction Certificate, or items authorized for promotional use as displays are to be included in this column.

6. COLUMN (F) ON HAND AT END OF QUARTER

   AO-Record actual item count of AOs' Main Stock and individual clerk stock. If clerk is on leave or otherwise unavailable at report time, count stock prior to departure, if possible.

   MSC-Consolidate all AO, station and branch reports and include MSC/SDO Main Stock and Main Office individual clerk stock.

7. COLUMN (G) TOTAL SOLD

   AO-Determine total of each product sold during quarter using following formula:

   Columns (C + D) - (E + F) = total items sold.

   MSC-Consolidate MSC, station and branch plus AO reports and use same formula as above to determine MSC total sold of each item.

8. COLUMN (H) UNIT SELLING PRICE

   Self explanatory.

9. COLUMN (I) TOTAL COLUMN

   Please note it is *not required* for either the AO or the MSC to complete this column (Col G x Col H), since the computer program at the New York PDC automatically calculates the sales revenue dollars and enters them in the "TOTAL" column. Some AOs and MSC may want to manually calculate total sales dollars for the quarter for their own records and use. Where that is the case, they may optionally fill in the total column.

IV. A REMINDER ON FORMS DISTRIBUTION

AOs keep a copy and send original to MSC. MSC keeps original AO reports, does consolidation, sends original to New York PDC, sends copies as per instruction at top of page and retains file copy for its records.

POSTMASTERS' ACCOUNTS PROCESSING

Effective Accounting Period (A/P) 4, Postal Quarter (PQ) II, beginning **December 20, 1986,** the Postmasters' Accounts function will move to the New York Postal Data Center (PDC). Although the impact on the field will be minimal, the specific instructions noted below must be adhered to:

I. STATEMENTS OF ACCOUNT

A. On-line Transmission

Management sectional centers (MSCs) in the Central, Southern, and Western Regions plus Ohio, Kentucky, North and South Carolina, and El Paso, Texas, will have their existing user IDs validated at the New York PDC for key entry of associate office Statement of Account data for A/P 4 to the New York PDC. MSCs will use existing equipment (WANG, IBM AT PC, TRS-80, DDE/DR). Any user not receiving the new access telephone number by December 29, 1986, must call the New York Customer Support Branch, PEN 664-8410.

B. Mailing

After key entry of its own and associate post office Statements of Account, the MSC must mail the A/P 3 and PQ I Forms 1553, 1554, and 1555 with support documents to the same PDC as in A/P 2. Beginning with A/P 4, January 16, 1987, mail Statements of Account and supporting documents to:

Postal Accounts Branch
New York Postal Data Center
1250 Broadway
New York, NY 10099-9121

C. 1412/Time Share Option (TSO)

The 1412/TSO system presently in the San Mateo PDC will move to the New York PDC. The system will be down from 5:00 p.m. Eastern Standard Time (EST), Wednesday, December 24, 1986, until 6:00 a.m. EST, Monday, December 29, 1986. This will ensure proper transfer and test of the 1412/TSO system prior to user interface. Any user not receiving the new access telephone number by December 18, 1986, must call the New York Customer Support Branch, PEN 664-8410.

D. Statement of Account Reporting System (SOARS)

MSCs utilizing SOARS will transmit their A/P 4 Statement of Account data and Selected Revenue and Expense information to the New York PDC. Any user not receiving the new access telephone number by December 18, 1986, must call the New York Customer Support Branch, PEN 664-8410.

II. CLAIMS FOR LOSS

All Forms 2130, *Claims for Loss—Initial Letter,* for A/P 4, PQ II, must be sent to:

General Accounting Branch
New York Postal Data Center
1250 Broadway
New York, NY 10099-9111

Adjudicators of claims adjudicated after December 19, 1986, must return Form 2132, *Claim for Accountable Financial Loss,* to the same address.

III. TREASURY CHECKS

Form 1483, *Accounting Copy—9500 Form,* for Symbol 9500 Treasury Checks *issued after* December 19, 1986, must be sent at the close of business each Friday to:

Management Analysis Branch
New York Postal Data Center
1250 Broadway
New York, NY 10099-9511

Form 1483, *Accounting Copy—9500 Card,* for checks issued for the week beginning December 13, 1986, are still to be submitted at the close of business Friday, December 19, 1986, to the PDC which issued these card type forms.

IV. STAMP DISTRIBUTION OFFICE (SDO)

The Accountable Paper Inventory (AINV) System currently in the San Mateo PDC will move to the New York PDC. The system will be down from 5:00 p.m. EST, Thursday, January 8, 1987, until 6:00 a.m. EST, Monday, January 12, 1987. This will ensure proper transfer and test of the system prior to user interface. SDO users can update for the week either on Thursday through the San Mateo PDC or on Monday through the New York PDC. Any user not receiving the new access telephone number by December 18, 1986, must call the New York Customer Support Branch, PEN 664-8410.

V. BANKING NON-ZERO BALANCE LISTING

The Banking Non-Zero Balance Listing for PQ I must be researched and, if necessary, information on missing post offices should be reported to the issuing PDC. The New York PDC will generate listings for PQ II.

VI. STATEMENTS OF DIFFERENCE

The PDC receiving and examining the Statements of Account for that PQ will issue Statements of Difference for PQ I, ending December 19, 1986.

VII. OFFICIAL MAIL ACCOUNTING SYSTEM (OMAS)

All OMAS documents generated after December 19, 1986, must be sent to:

Postal Accounts Branch
New York Postal Data Center
1250 Broadway
New York, NY 10099-9132

VIII. QUARTERLY REPORT OF ORIGINATING REGISTERED AND COD TRANSACTIONS

Form 835, *Quarterly Report of Originating Registered and COD Transactions*, for PQ I must be transmitted during the week of December 29 to the same PDC as the Statement of Account. Form 835 for PQ II will be transmitted to the New York PDC.

IX. INSTALLATION MASTER CHANGES

The following changes in the status of a post office must be reported by name, finance number, old and new configuration through the MSC and Field Division to:

Postal Accounts Branch
New York Postal Data Center
1250 Broadway
New York, NY 10099-9121

a. Authorized Cash Reserve Exceptions
b. Banking to/from Nonbanking
c. Automatic Commemorative Stamp Distribution
d. To/from SOARS
e. Finance Number
f. CAG L Utility Payments
g. Discontinued Post Office
h. Treasury Check Authorization

Any questions regarding the change of functions for Postmaster Accounts from the present servicing PDC or the timing of reports must be directed to the Division Controller through the MSC. Division Controllers should direct their inquiries to the involved PDC Customer Support Branch:

Minneapolis	PEN 725-4357
New York	PEN 664-8410
San Mateo	PEN 377-1110

—Department of the Controller, Information Resource Management, 12-11-86.

CAG A-G Post Offices

REQUISITION SCHEDULE FOR BULK QUANTITIES OF POSTAGE STAMPS AND POSTAL CARDS

Beginning January 2, 1987, postmasters at all CAG A-G post offices will submit Forms 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing and Forms 3216, *Requisition for Postal Cards—Bulk Quantities*, to the Government Printing Office according to the schedule shown below.

Requisitions for postage stamps should be mailed in the preaddressed envelope, P-10-A, while requisitions for postal cards should be mailed in the preaddressed envelope, P-10-C. These envelopes are available from area supply centers.

Requisitions to Bureau of Engraving and Printing and Government Printing Office *must be mailed at least seven days prior to the due date shown in the schedule* to allow time for processing. Those requisitions for postage stamps received after the scheduled date will be processed out-of-cycle, increasing processing and handling costs, and delaying stamp shipments for the ordering post office. Requisitions for postal cards received after the scheduled date will be held and processed during the next ordering cycle for that area.

A copy of this updated schedule should be inserted as Figure 5-2 in F-1 Handbook, *Financial Handbook for Post Offices*.

Offices located in following States and possessions	*Date requisitions are due at Bureau of Engraving and Printing or Government Printing Office*					
Alaska, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming	Jan. 5	Mar. 2	Apr. 27	June 29	Aug. 24	Oct. 26
Arizona, California, Guam, Hawaii	Jan. 12	Mar. 9	May 4	July 6	Aug. 31	Nov. 2
Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin	Jan. 19	Mar. 16	May 11	July 13	Sept. 14	Nov. 9
Illinois, Indiana, Kansas, Kentucky, Missouri, Ohio, Oklahoma	Jan. 26	Mar. 23	May 18	July 20	Sept. 21	Nov. 16
Arkansas, Louisiana, Mississippi, Tennessee, Texas	Feb. 2	Mar. 30	June 1	July 27	Sept. 28	Nov. 23
Alabama, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia	Feb. 9	Apr. 6	June 8	Aug. 3	Oct. 5	Nov. 30
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Feb. 16	Apr. 13	June 15	Aug. 10	Oct. 12	Dec. 7
Delaware, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands	Feb. 23	Apr. 20	June 22	Aug. 17	Oct. 19	Dec. 14

—Philatelic Affairs Dept., 12-11-86.

DMM Revision

Agency Authorization Codes

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 137.252, *Agency Authorization Codes*, is revised and updated to clarify the requirements for standard penalty indicia mail and permit imprint numbers.

137 Official Mail

* * * * *

.25 Authorizations

* * * * *

.252 Agency Authorization Codes. Procedures related to use of these codes follow:

a. If agencies are authorized to use standard penalty indicia mail (see 137.272), Column A in the charts on pages 8 through 10 shows a 3-digit sampling code. Each agency must use its code on each piece of standard indicia mail but may *not* use the code for any other purpose.

b. If agencies are not eligible to use standard penalty indicia, the chart below shows an "M" in Column A. These agencies must use penalty postage meters, penalty mail stamps, or other directly accountable methods of penalty indicia. Also, they must include their "Permit Imprint Number," shown in Column B, in the permit imprint indicia of each piece of their penalty permit imprint mail (see 137.274). Agencies which need additional penalty permit imprint numbers for particular units of their organizations must submit a written request to the Manager, Official Mail Accounting Branch, USPS Headquarters, Washington, DC 20260–5215.

A future issue of the DMM will include this revision.—*Dept. of the Controller, 12-11-86.*

Stamps To Be Removed From Sale

The following commemorative postage stamps will be withdrawn from sale at the Philatelic Sales Division on December 31, 1986:

Item No.	Commemorative Stamps
490	22-cent Help End Hunger
491	22-cent Public Education
495	22-cent American Horses
499	22-cent Youth
541	22-cent Christmas, Poinsettias
542	22-cent Christmas, Della Robbia

Any stock remaining after December 31 must be immediately withdrawn from all philatelic outlets and placed on general sale until January 31, 1987. After that date, any remaining stock must be handled according to Handbook F-1, *Financial Handbook for Post Offices*, section 553.

The Inspection Service will give attention to this area during audit review.

—*Philatelic Affairs Dept., 12-11-86.*

ELM Revision

Reemployment of Employees Injured on Duty

Part 546, "Reemployment of Employees Injured on Duty," of the EMPLOYEE AND LABOR RELATIONS MANUAL, has been rearranged in a more logical sequence and recodified. Sections 546.1 and 546.62 have been recodified as 546.143a and 546.143b, respectively. Both sections have been amended to read as follows:

546 Reemployment of Employees Injured on Duty

* * * * *

.14 Disability Partially Overcome

* * * * *

.143 Relocation Consideration

a. Scope. When a former partially recovered employee is receiving OWCP compensation and is being considered for reemployment, but has permanently relocated to a new geographic area since the time of his compensable injury, every effort must be made to reemploy the individual at a postal facility within the area of his present place of residence. Any offer to reemploy in a different location will be considered only after all reasonable attempts have been made to rehire within the area of the employee's present place of residence.

b. Expense. Any relocation and travel expenses will be the responsibility of the former employee. However, under certain mitigating circumstances, the Regional Director, Human Resources, or the Regional Director's designee, may authorize relocation and travel expenses consistent with the provisions of Handbook F-10, *Travel*.

—*Employee Relations Dept., 12-11-86.*

Revision of Forms CA–1 and CA–2

The Office of Workers' Compensation Programs (OWCP) has revised Forms CA-1, *Federal Employees' Notice of Traumatic Injury and Claim for Continuation of Pay*, and CA-2, *Federal Employees' Notice of Occupational Disease and Claim for Compensation*. Managers in the Safety and Health Services Branch previously received instructions on how to properly code the data to be entered on the revised form. The OWCP will collect the coded data in their computer system and provide this information to the Occupational Safety and Health Administration (OSHA). Although this new procedure requires more effort, it must not delay the prompt submission of these forms to OWCP.

Forms CA-1 and CA-2 (revised March 1986) are now available for requisitioning from the area supply centers. The old forms should be destroyed upon receipt of the new forms.

—*Employee Relations Dept., 12-11-86.*

(A) Sampling Number	Agency	(B) Permit Imprint Number
602	ACTION	G-21
603	Administrative Conference of the United States.	G-260
426	Administrative Office of the United States Courts.	G-18
566	Advisory Commission on Inter-Governmental Relations.	G-34
567	Advisory Committee on Federal Pay	G-146
568	Advisory Council on Historic Preservation.	G-81
M	African Development Foundation	G-275
101	Agricultural Experiment Stations	G-269
101	Agricultural Research Service	G-95
M	Agriculture Stabilization & Conservation Service.	G-96
	Agriculture, Department of (see component agency).	
M	Air Force, Department of the	G-1
396	Alcohol, Drug Abuse and Mental Health Administration—PHS/HHS.	G-283
564	Alcohol, Tobacco and Firearms Bureau—Treasury.	G-86
604	American Battle Monuments Commission.	G-149
320	American Forces Information Service.	G-150
605	American States—Pan American Union, Organization of.	G-85
102	Animal & Plant Health Inspection Service—Agriculture.	G-41
606	Appalachian Regional Commission	G-99
370	Architect of the Capitol	G-151
314	Army, Department of the	G-5
396	Assistant Secretary for Health, Office of—PHS/HHS.	G-280
570	Blind and Other Severely Handicapped, Commission for Purchase From the Board for (see other part of title).	G-153
354	Bonneville Power Administration—Energy.	G-135
371	Botanic Garden, United States	G-154
202	Census, Bureau of the—Commerce	G-58
396	Centers for Disease Control—PHS/HHS.	G-284
607	Central Intelligence Agency	G-155
M	Christopher Columbus Quincentenary Jubilee Commission.	G-331
609	Civil Rights, Commission on	G-73
322	Civilian Health & Medical Program of the Uniformed Services, Office of—Defense.	G-143
514	Coast Guard, United States—Transportation.	G-157
201	Commerce—Office of the Secretary of Commerce, Department of (see component agency) Commission on (see other part of title).	G-46
610	Commodity Futures Trading Commission.	G-57
556	Comptroller of the Currency, Office of the Treasury.	G-8
372	Congressional Budget Office	G-70
612	Consumer Product Safety Commission.	G-72
105	Cooperative Extension Service—Agriculture.	G-268
373	Copyright Royalty Tribunal Council	G-159
430	Court of Appeals for the Federal Circuit, United States.	G-244
M	Court of Military Appeals, United States.	G-251
565	Court of International Trade, United States.	G-252
552	Customs Service, United States—Treasury.	G-97
305	Defense Audit Service—Inspector General.	G-160
M	Defense Communications Agency	G-60
312	Defense Contract Audit Agency	G-161
	Defense, Department of (see component agency).	
302	Defense—Office of Assistant Secretary.	G-79
306	Defense Intelligence Agency	G-162
328	Defense Investigative Service	G-131
304	Defense Logistics Agency	G-53
326	Defense Mapping Agency	G-2
310	Defense Nuclear Agency	G-163
622	Depository Institutions Deregulatory Committee (Federal Reserve System).	G-125
437	Drug Enforcement Administration—Justice.	G-33
476	Economic Advisors, Council of	G-164
209	Economic Affairs, Bureau of—Commerce.	G-56
204	Economic Development Administration—Commerce.	G-165
101	Economic Research Service—Agriculture.	G-145
101	Economic Management Service—Agriculture.	G-277
395	Education, Department of	G-17
449	Employment & Training Administration—Employment Security.	G-12
350	Energy, Department of (components not otherwise listed).	G-20
350	Energy, Office of Civilian Radioactive Waste Management.	G-295
559	Engraving and Printing, Bureau of—Treasury.	G-166
335	Environmental Protection Agency	G-35
613	Equal Employment Opportunity Commission.	G-14
M	Executive Office of the President—Office of Admin., Commission on Bicentennial of the Constitution.	G-261
105	Extension Service—Agriculture	G-268
614	Farm Credit Administration	G-167
103	Farmers Home Administration—Agriculture.	G-266
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This Office Will Be Closed New Year's Day January 1, 1987

This Office

Will Be Closed

New Year's Day

January 1, 1987

DMM Revision

PERMIT IMPRINTS ON MAILINGS OF NONIDENTICAL WEIGHT

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 381.1 and 781 are revised to clarify that the single-piece postage rate for nonidentical weight pieces may be paid by permit imprint only under the provisions of DMM 145.8, *Optional Acceptance Procedure;* DMM 145.9, *Alternate Methods of Paying Postage;* or DMM 137.274c(2), *Exception for GPO Contractor Mailings.*

The Postal Service historically has required the use of optional procedures whenever nonidentical weight pieces are mailed and postage is paid by permit imprint because of the difficulty in determining the mailing's weight. Typically, such mailings also qualify for First-Class Presort, carrier route presort, or ZIP + 4 mail rates. DMM regulations specify that these mailings must use the optional procedures described in DMM 145.8 or 145.9 (see DMM 382.1). In the past, the Postal Service has extended this policy to mailings paying the single-piece, First-Class rates whenever these mailings contained nonidentical weight pieces and postage was paid by permit imprint.

Alternative postage verification procedures are necessary for any nonidentical weight mailing because the ordinary methods of verifying postage paid on identical weight mailings—that is, by determining the weight of a single piece and then the entire mailing—are not adequate for nonidentical weight mailings. Some mailers have expressed an interest in mailing nonidentical weight single-piece, First-Class mail with a permit imprint. Consequently, the Postal Service is revising DMM 381.1 and 781 to make it clear that every nonidentical weight mailing for which postage is paid through the permit imprint process must use the optional postage verification methods described in DMM 145.8, 145.9, or 137.274c(2).

The DMM is revised as follows:

380 Payment of Postage

* * * * *

381 Single-Piece Rates (See Exhibit 310)

* * * * *

381.1 Method of Payment. Mailers of First-Class matter at regular single-piece and card rates may pay postage by adhesive stamps, stamped envelopes and postal cards, meter stamps, and permit imprints. Permit imprints may be used on mailings of nonidentical weight only under the provisions of DMM 145.8, 145.9, or 137.274c(2).

* * * * *

710 Rates and Fees

* * * * *

780 Payment of Postage

* * * * *

781 Single Piece Mailings. Mailers of articles at single piece rates may use any method of paying postage. Permit imprints may be used on mailings of nonidentical weight only under the provisions of DMM 145.8, 145.9, or 137.274c(2).

* * * * *

A future issue of DMM will include these revisions.—*Rates & Classification Dept., 12-11-86.*

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

All Personnel Processing Mail For Dispatch Abroad

Foreign Order No. 182

Keep all foreign order notices for use as reference.

Final Order. The Tentative Order issued against the following has become final:

CANADA

Can Win
P.O. Box 67200
Station O
Vancouver, B.C.
Canada V5W 3Y8

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all management sectional centers and designated International Exchange Offices.

—Judicial Officer, 12–11–86.

Receipt of Express Mail Items From Austria and India

Some post offices are erroneously accepting Express Mail International Service (EMIS) items destined for India and Austria. At the present time, there is *no* Express Mail International Service *to* India or Austria from the United States, although we hope to have this outbound service in the near future.

The U.S. Postal Service does, however, accept Express Mail International Service items *from* India and Austria. In Austria EMIS is called Internationaler Schnellpostdienst and in India, International Speed Post.

As countries are added to the outgoing U.S. EMIS network or existing service agreements are modified, the POSTAL BULLETIN will announce the changes.—*Marketing Dept., 12–11–86.*

Report dangerous dogs

Express Mail International Service Return Receipt

Canada Post has advised the Postal Service that Express Mail International Service items are being received with Form 2865, *Return Receipt for International Insured or Registered Mail,* attached.

Managers must remind acceptance employees that Return Receipt Service is not available for Express Mail International Service (EMIS) items addressed to Canada. In addition to Greece and Qatar, INTERNATIONAL MAIL MANUAL 211.5 contains a list of countries that have Return Receipt Service.

—Rates & Classification Dept., 12–11–86.

TGIF

Friday signals the end of the workweek for most of us. For many, it means hitting the road and getting away from it all, at least for a couple of hours if not the whole weekend. When you're driving, remember that TGIF also stands for Tail Gating Is Fatal. Keep a safe distance from the car ahead of you, especially if the road is wet or the driving is hazardous.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21596 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21471 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
271 186 6453 to 6463
279 022 5467 to 5499
282 336 2000 to 2499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
301 424 3477 to 3499
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 116 6533 to 7499
349 389 9242 to 9299
349 615 0000 to 0099
349 910 0000 to 0399
350 251 5100 to 5199
350 366 1104 to 1119
351 113 4615 to 4699
351 113 4800 to 4899
351 113 4900 to 4999
351 110 4900 to 4999
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 257 2100 to 2199
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
361 974 6812 to 6999
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
363 965 7892 to 7999
364 467 6102 to 6199
364 826 1081 to 1099
365 512 9428 to 9499
365 693 4200 to 4299
365 842 7960 to 7999
365 997 7565 to 7699
366 205 2072 to 2099
366 772 6702 to 6799
366 998 7669 to 7681
367 303 6006 to 6099
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
367 519 6700 to 6899
368 371 3923 to 3999
368 730 7825 to 7899
368 854 6200 to 6299
368 978 0561 to 0599
369 345 0188 to 0199
369 674 8141 to 8199
369 718 3783 to 3799
370 193 8257 to 8299
373 390 2301 to 2399
373 390 2518 to 2599
373 390 2604 to 2699
373 463 0902 to 0999
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

DRUG ABUSE

DON'T PUT UP WITH IT

WHERE YOU WORK

SAY NOPE TO DOPE

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21596** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

009567	117217	331664	402253	554543	620013	752649	784118	921341
009575	132038	331748	402308	554550	620019	752672	785007	921349
010057	142153	331782	405062	554553	620020	752678	787391	921371
010059	170091	333312	405065	554581	624014	760270	794011	921374
011029	187010	333759	405068	554582	631168	760330	794015	921492
014300	191436	333774	405070	577036	631300	761021	799155	921507
014390	191457	333834	405079	591180	631371	761312	800000	922062
018164	193129	333845	411001	600012	631372	770010	801037	924096
018188	193139	334033	432132	600021	641236	770080	801039	924108
021203	212125	334039	432193	600033	641252	770170	802467	926679
021258	212235	334041	441005	600063	641253	770200	809028	926701
021269	212237	334062	441556	600064	641262	770347	815035	926708
021282	212270	334206	441598	600066	641267	770404	841243	926743
021295	220075	334229	451002	600104	641271	770427	841250	926760
021423	221060	334251	452032	600115	641281	770475	846024	926862
021486	222048	335007	452310	600148	641283	770526	846031	926922
040007	223060	335024	452312	600303	641291	770547	850050	926933
064051	236028	335088	452342	600617	641293	770667	850085	927264
065082	282227	335098	452358	600684	641301	770680	850095	927282
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066100	282237	335144	454069	601058	641318	770903	856027	927383
069208	282238	335145	454130	601096	641333	771001	871077	927399
071496	282241	335146	454151	601173	641354	772003	871232	927414
072200	282246	335147	462117	601178	641364	772072	871233	931333
075075	283132	335165	462150	601212	658137	772093	871235	931964
075098	294129	335168	462159	601216	681029	772112	871305	937099
076011	294154	335200	462162	601218	681205	772137	891303	937232
076032	296108	335204	468083	601227	685036	772139	901070	941270
076085	296141	335215	482124	601233	685038	772140	901121	945316
089083	303418	335567	482172	601235	685044	772141	901303	945330
100736	303566	335597	482213	601241	701998	772142	901375	946075
101018	303571	336023	482336	601353	701999	772143	901383	948028
101060	303585	336360	490047	601559	705171	772144	901456	950145
101117	303734	337151	490056	601601	708280	772145	901489	950181
101161	303748	339117	500011	601631	711253	772148	901522	950226
101321	303769	339307	503170	601655	711315	772149	901537	951156
101359	303775	339311	505150	601702	713038	772150	902207	951229
101517	303817	339315	532218	601978	713039	772151	902361	951278
101525	303819	339326	532224	601982	731252	772152	902486	953009
101673	303923	339800	532234	601983	731263	772153	910204	953072
101801	314120	352172	532238	602018	731300	772154	910210	958152
101969	314544	361053	532243	602023	731333	772155	911063	958155
102178	325110	372306	549052	602026	731392	772156	912231	958182
109129	327098	374091	551131	602028	741366	772157	913435	972266
111061	327140	381352	551150	603011	741378	772197	913441	974045
112069	328149	392105	551151	605407	741390	772250	917572	981539
112311	328218	392136	551158	605411	741393	772265	917629	981568
113055	331007	392137	551169	605416	741507	772302	917650	981585
113080	331132	392142	551172	607274	752437	780056	917680	981590
114089	331192	402191	551174	607609	752558	782278	921316	984068
117161	331194	402245	551199	620012	752621	782317	921329	

—Marketing Dept., 12-11-86.

MAKE
"SAFETY
FIRST"
YOUR NUMBER ONE
NEW YEAR'S RESOLUTION

Warning Notice—Unrecovered Missing Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21596 article.

476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,236,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
515,790,190 to 0,230
515,892,011 to 2,020
516,649,101 to 9,200
516,882,201 to 2,300
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
520,736,961 to 7,000
522,798,708 to 8,800
523,727,009 to 7,100
525,483,962 to 4,000
525,774,402 to 4,600
525,871,401 to 1,500
526,389,501 to 9,600
526,389,972 to 390,000
528,910,726 to 0,900
530,756,618 to 6,700
531,847,601 to 7,700
531,856,401 to 6,500
532,013,666 to 3,700
532,401,823 to 1,900
532,464,390 to 4,600
532,883,490 to 3,500
533,820,480 to 0,496
533,820,501 to 0,599
536,549,001 to 550,300
536,550,301 to 551,200
536,606,101 to 6,300
537,417,901 to 8,000
537,781,201 to 1,600
537,614,901 to 5,600
539,124,001 to 4,600
539,805,426 to 5,600
539,989,721 to 9,800
539,991,061 to 1,100

PREVENT THEFT

LOCK WINDOW DRAWERS DURING ALL ABSENCES

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

To order the POSTAL BULLETIN, follow instructions below and return this entire page. Do NOT detach the address label.

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POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

Effective Period: POSTAL BULLETIN articles are effective for one year unless otherwise specified. **Schedule:** The BULLETIN is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571. **Distribution:** USPS distributes the BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers. **Index:** A quarterly index of BULLETIN articles appears in January, April, July, and October; a yearly index appears early the following year.

21598

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

Published Since March 4, 1880

PB 21598—December 18, 1986—16 Pages

22-Cent Pan American Games Commemorative Stamp

NEWARK PUBLIC LIBRARY

The 22-cent Pan American Games commemorative postage stamp will be placed on sale January 29, 1987, in Indianapolis, Indiana. This stamp issue honors the 1987 Pan American Games occurring in Indianapolis from August 7–23, 1987. Since 1951, the Pan American Games have been held every four years in various cities throughout the Western Hemisphere. Traditionally, they take place the summer preceding the Olympic Games and feature athletes from South America, Central America, the Caribbean, and North America. Thirty-five nations are expected to compete in 26 sports.

Do Not Sell Before January 30, 1987

Copyright material has been deleted; not available for Microfiche Edition.

Issued in panes of 50.

Collector information will appear in a future issue.

Supply. All post offices will receive their standard automatic distribution quantity for a 50-subject commemorative stamp. Since the total quantity of this stamp will be distributed automatically, *supplemental requisitions will not be honored by the Bureau of Engraving and Printing for* ***Item 414.***

Note: *This commemorative stamp is being shipped approximately 45 days prior to first day of issue. However, automatic distribution documents for stamp distribution offices will be provided in early January. Do not ship the stamps until the date shown on those documents. All other post offices must retain these stamps in the main vault and dispense them to stations, branches, and window clerks a few days before January 29.*

—Philatelic Affairs Dept., 12–18–86.

All Postal Installations

1987 FICA/Medicare Withholding

The Federal Insurance Contributions Act (FICA)/Medicare rate of withholding and the respective taxable gross wages with related maximum limits have been adjusted for Calendar Year 1987, as follows:

Taxable Gross Wages for FICA and Medicare	$43,800.00
Employer/Employee FICA/Medicare Tax Rate	7.15%
Maximum Withholding FICA/Medicare Taxes	$3,131.70
Employer/Employee Medicare Tax Rate	1.45%
Maximum Withholding Medicare Taxes	$635.10

The Pay Period 01–87 paycheck, dated January 9, 1987, will reflect the withholdings at these new rates.—*Dept. of the Controller, 12–18–86.*

Inter-Office Envelopes

U.S. Government Messenger Envelope, SF 65–B, is being phased out of the postal supply system and replaced by U.S. Postal Service Inter-Office Envelope, *Item 065.* This new envelope is 9¾″ x 12″ and costs 7 cents.

Please annotate your *Supply Catalog,* Publication 24, accordingly.

—Procurement & Supply Dept., 12–18–86.

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Pl. 3:

OUTSTANDING HANDICAPPED POSTAL EMPLOYEE

The United States Postal Service presents a Servicewide award annually to an outstanding USPS handicapped employee. USPS also presents appropriate awards to the outstanding handicapped employee at Headquarters and in each region.

The Postmaster General awards the honors in appreciation of the nominees' special achievements and contributions that have increased economy, productivity, and efficiency. The presentations take place in Washington, D.C., on May 13, 1987. The Division sponsoring the nominee pays travel costs and per diem for the finalists who attend the awards ceremony. Travel costs and per diem are also paid for the authorized Division official accompanying the finalists, the finalist's immediate family members, and any other escorts required to help the honorees travel.

All severely physically or mentally handicapped postal employees with the Service at least two years are eligible. Since the awards recognize excellence, nominees must demonstrate outstanding achievement in their job performance that clearly exceeds requirements for their respective postal occupations.

Any unit employing a physically or mentally handicapped person may submit recommendations directly to the Field Director, Human Resources, at their Division. The General Manager/Postmaster and the Field Director, Human Resources, or their designees, evaluate the recommendations, select a winner, and forward their nomination, along with background and photographs, to the Regional Director, Human Resources, not later than February 13, 1987.

Headquarters groups and/or departments and Headquarters related units submit recommendations to the General Manager, Headquarters Personnel Division, not later than February 13, 1987. The Regional Postmaster General and the General Manager, Headquarters Personnel Division, or their designees, evaluate the recommendations, select a winner, and forward their nomination, along with background and photographs, to the Manager, Selection Systems Administration Branch, Room 9671, Employee Relations Department, U.S. Postal Service, Washington, D.C. 20260–4256, no later than March 20, 1987, for final selection of the Servicewide award.

Divisions, Headquarters groups and/or departments, and Headquarters related units must prepare their nomination packages properly. They must base the recommendations on individual effort only and relay the following information:

1. A narrative justification covering job performance and examples of courage and initiative demonstrated that served as an inspiration to others. It should include a full description of the individual's handicap.

2. Personal data prepared in the following format:

a. Name of post office, organizational unit, and location where the employee works

b. Name, grade (level and step), and job title of the employee

c. Home address

d. Date of birth

e. Social Security number

f. Veterans preference, if applicable

g. Date entered on duty—Postal Service

h. Total years at Postal Service

i. Total years of other Federal service

j. Educational background

k. Previous Postal Service recognition (awards, etc.), if not fully covered in narrative

l. Community service, if not fully covered in narrative

m. Community recognition (professional associations, organizations, etc.), if not fully covered in narrative

n. Other biographical data, for example, family, hobbies, military service, place of birth.

3. One 8 x 10 inch glossy print (black and white) of the nominee at work.

4. A release signed by the nominee authorizing use of the pictures and the narrative, including personal data, for program promotion.

—Employee Relations Dept., 12–18–86.

Registry Container Envelope

DO NOT send surplus EP-399 11" x 15" registry container envelopes to the supply centers. Sending them there causes unnecessary transportation, labor, and storage costs. Instead send excess EP-399 envelopes to the management sectional center or to the division that will use or redistribute them.

—Procurement & Supply Dept., 12–18–86.

DMM Revision

Multi-ZIP Coded Post Offices Update

DOMESTIC MAIL MANUAL (DMM) Exhibit 122.63a, *Optional Multi-ZIP Coded Post Offices,* appears on pages 3 through 8 of this POSTAL BULLETIN. This revised listing is provided for mailers preparing second-, third-, and fourth-class bulk rate mailings to optional multi-ZIP Coded cities. Mailers must be in compliance with these new requirements on March 15, 1987. A future issue of the DMM will include this update.

—Mail Processing Dept., 12–18–86.

SAFETY IS NO ACCIDENT

EXHIBIT 122.63a

OPTIONAL MULTI-ZIP-CODED POST OFFICES

Second-, third-, and fourth-class bulk rate mailings may be sorted to the following optional multi-coded cities:

STATE	ZIP CODES	CITY NAME
AL	35020-23	BESSEMER
	35401-06, 86, 87	TUSCALOOSA
	35601-03, 99	DECATUR
	35630-33	FLORENCE
	35901-05, 99	GADSDEN
	36201-06	ANNISTON
	36301-04	DOTHAN
AK	99501-24, 40, 93, 95	ANCHORAGE
	99701-03, 05-16	FAIRBANKS
	99734, 55, 67, 75, 90	
AZ	85201-12	MESA
	85220, 78, 90	APACHE JUNCTION
	85224-27, 40, 44, 48-49	CHANDLER
	85251-71	SCOTTSDALE
	85281-87, 89	TEMPE
	85301-12	GLENDALE
	85351-52, 72-75	SUN CITY
	85364-69	YUMA
	86004, 11, 15, 17-18, 24, 38	FLAGSTAFF
AR	71601-13	PINE BLUFF
	71901-14, 34, 51	HOT SPRINGS NATL PK
	72114-19	NORTH LITTLE ROCK
	72701-03, 41	FAYETTE-VILLE
	72712-16	BENTONVILLE
	72901-16, 23	FORT SMITH
CA	90210-13	BEVERLY HILLS
	90221-24	COMPTON
	90230-32	CULVER CITY
	90240-42	DOWNEY
	90247-49	GARDENA
	90254, 77-78	REDONDO BEACH
	90291-96, 99	VENICE
	90601-10, 12	WHITTIER
	90620-24	BUENA PARK
	90711-16	LAKEWOOD
	90731-34	SAN PEDRO
	91302, 64-67, 70-71, 99	WOODLAND HILLS
	91303-09	CANOGA PARK
	91320, 59-63	THOUSAND OAKS
	91323-30	NORTHRIDGE
CA	91340-46	SAN FERNANDO
	91708-10	CHINO
	91718-20	CORONA
	91722-24	COVINA
	91731-35	EL MONTE
	91744-49	LA PUENTE
	91761-62, 64	ONTARIO
	91765-69	POMONA
	91775-78	SAN GABRIEL
	91790-93	WEST COVINA
	92008-09	CARLSBAD
	92010-13	CHULA VISTA
	92020-22, 90	EL CAJON
	92025-27	ESCONDIDO
	92041-44	LA MESA
	92054-56	OCEANSIDE
	92077-78	SPRING VALLEY
	92083-84	VISTA
	92262-64	PALM SPRINGS
	92307-08	APPLE VALLEY
	92343-44	HEMET
	92373-74	REDLANDS
	92605, 15, 46-49	HUNTINGTON BEACH
	92613, 64-69	ORANGE
	92626-28	COSTA MESA
	92631-35	FULLERTON
	92640-45	GARDEN GROVE
	92651-54, 56-57, 77	LAGUNA BEACH
	92658-63	NEWPORT BEACH
	92675, 90-93	SAN JUAN CAPIS-TRANO
	92678-79, 88	TRABUCO CANYON
	93001-09	VENTURA
	93030-35, 39	OXNARD
	93062-65, 97, 99	SIMI VALLEY
	93277-79, 91	VISALIA
	93454-56	SANTA MARIA
	93534-39	LANCASTER
	93550-51	PALMDALE
	93637-39	MADERA
	93901-15, 62	SALINAS
	94014-17	DALY CITY
	94035, 39-43	MOUNTAIN VIEW
	94061-65	REDWOOD CITY

READEX FICHE best copy available

EXHIBIT 122.63a—Continued

STATE	ZIP CODES	CITY NAME
CA	94086–89	SUNNYVALE
	94518–24, 27, 29	CONCORD
	94536–39	FREMONT
	94540–46, 52, 57	HAYWARD
	94558–59, 81	NAPA
	94577–79	SAN LEANDRO
	94589–92	VALLEJO
	94595–98	WALNUT CREEK
	94901–15	SAN RAFAEL
	95050–55	SANTA CLARA
	95060–66	SANTA CRUZ
	95201–13	STOCKTON
	95339–44, 48	MERCED
	95350–56	MODESTO
	95401–07	SANTA ROSA
	95610–11, 21	CITRUS HEIGHTS
	95661, 78 & 95746	ROSEVILLE
	95915, 40, 65–66, 80	OROVILLE
	95926–29, 73, 76	CHICO
	95945–46, 49	GRASS VALLEY
	96001–03, 49, 99	REDDING
CO	80001–05	ARVADA
	80010–17, 40–45	AURORA
	80030, 97	WESTMINSTER
	80110–12, 50–55	ENGLEWOOD
	80120–27, 60–62, 65–66	LITTLETON
	80401–19	GOLDEN
	80521–26, 53	FORT COLLINS
	80537–39	LOVELAND
	80631–39	GREELEY
	81001–19	PUEBLO
	81501–06	GRAND JUNCTION
CT	06050–53	NEW BRITAIN
	06430–32	FAIRFIELD
	06701–49	WATERBURY
	06777, 93–94	WASHINGTON DEPOT
	06810–13, 16–17	DANBURY
	06830–31, 36	GREENWICH
	06850–59	NORWALK
DE	19711–18, 25–26	NEWARK
FL	32014–23, 29, 98	DAYTONA BEACH
	32084–86	SAINT AUGUSTINE
	32301–17, 99	TALLAHASSEE
	32401–10, 61	PANAMA CITY
	32501–23, 59, 73–76, 81–98	PENSACOLA
	32601–14	GAINESVILLE
	32650–52	INVERNESS
	32670–78	OCALA
FL	32701, 14–15, 17–18	ALTAMONTE SPRINGS
	32703–04, 12	APOPKA
	32707–08, 30	CASSELBERRY
	32720–24	DE LAND
	32725, 28, 38, 63	ORANGE CITY
	32741–43, 58	KISSIMMEE
	32748–49, 88	LEESBURG
	32750, 79	LONGWOOD
	32780–83, 96	TITUSVILLE
	32789–93	WINTER PARK
	32901–09, 19, 35–40, 51	MELBOURNE
	32922–27, 30	COCOA
	32952–54	MERRITT ISLAND
	32960–65	VERO BEACH
	33010–16	HIALEAH
	33019–29, 81–84	HOLLYWOOD
	33030–35, 39, 90–92	HOMESTEAD
	33054–56	OPA-LOCKA
	33060–69, 71–75	POMPANO BEACH
	33401–18	WEST PALM BEACH
	33425, 35–37	BOYNTON BEACH
	33427–29, 31–34, 99	BOCA RATON
	33441–42	DEERFIELD BEACH
	33444–47	DELRAY BEACH
	33448–54, 82–85	FORT PIERCE
	33458, 68–69, 77–78	JUPITER
	33460–67	LAKE WORTH
	33472–74	OKEECHOBEE
	33494–97	STUART
	33505–08, 29, 34201–03, 80–82	BRADENTON
	33512, 26, 73, 34298	BROOKSVILLE
	33515–20, 46, 75, 34279	CLEARWATER
	33540–44, 34294	LARGO
	33552–53, 34291	NEW PORT RICHEY
	33562, 67–68, 34288	PORT RICHEY
	33577–83, 34240–43, 77–78	SARASOTA
	33589–90, 34286	TARPON SPRINGS
	33595–96, 34284	VENICE
	33801–09	LAKELAND

EXHIBIT 122.63a—Continued

STATE	ZIP CODES	CITY NAME
FL	33880-83, 88	WINTER HAVEN
	33901-18	FORT MYERS
	33927, 38, 48-55	PUNTA GORDA
	33939-42, 62-64, 99	NAPLES
	34248-49, 83	ZEPHYRHILLS
GA	30007, 60-69, 90	MARIETTA
	30030-38, 89	DECATUR
	30071- 91-93	NORCROSS
	30075-77	ROSWELL
	30083, 86-88	STONE MOUNTAIN
	30133-35	DOUGLAS-VILLE
	30207-08	CONYERS
	30254, 63-65	NEWNAN
	30274, 96	RIVERDALE
	30501-06	GAINESVILLE
	30601-13	ATHENS
	30720-22	DALTON
	31028, 56, 88, 93, 98-99	WARNER ROBINS
	31601-05, 98-99	VALDOSTA
	31701-08	ALBANY
GU	96910-19, 21-30	AGANA
HI	96706-07, 96862	EWA BEACH
ID	83201-06, 09	POCATELLO
	83401-03, 15	IDAHO FALLS
	83651-53, 86-87	NAMPA
IL	60004-09	ARLINGTON HEIGHTS
	60016-18, 57	DES PLAINES
	60067, 74, 78	PALATINE
	60076-77	SKOKIE
	60079, 85-87	WAUKEGAN
	60103, 07	BARTLETT
	60120-23, 70	ELGIN
	60160-65	MELROSE PARK
	60172-73, 92-96	ROSELLE
	60187-89	WHEATON
	60431-36	JOLIET
	60453-59	OAK LAWN
	60504-07, 68	AURORA
	60515-17	DOWNERS GROVE
	60540, 65-66	NAPERVILLE
	61820-21	CHAMPAIGN
	62201-08	EAST SAINT LOUIS
	62220-25	BELLEVILLE
	62521-26	DECATUR
IN	46011-18	ANDERSON
	46320-27	HAMMOND
	46514-17	ELKHART
	46544-45	MISHAWAKA
	46901-02	KOKOMO
	46952-53	MARION
IN	47201-03	COLUMBUS
	47302-07	MUNCIE
	47801-12	TERRE HAUTE
	47901-07	LAFAYETTE
KS	66044-46	LAWRENCE
	66061-62	OLATHE
	67501-05	HUTCHINSON
KY	41011-19, 41901	COVINGTON
	41071-76	NEWPORT
	42001-03	PADUCAH
	42301-03	OWENSBORO
LA	70001-11, 33, 55	METAIRIE
	70053-54, 56	GRETNA
	70062-65	KENNER
	70301-02, 10	THIBODAUX
	70360-64	HOUMA
	70401-04	HAMMOND
	70458-61	SLIDELL
	70501-09	LAFAYETTE
	70601-29	LAKE CHARLES
	71101-10, 15-66	SHREVEPORT
	71111-13, 71-72	BOSSIER CITY
	71201-13	MONROE
	71301-15	ALEXANDRIA
MD	20707-08	LAUREL
	20715-16	BOWIE
	20743-48, 90	SOUTHERN MARYLAND FAC.
	20780-88	HYATTSVILLE
	20813-17, 92, 94	BETHESDA
	20850-58	ROCKVILLE
	20877-79, 98-99	GAITHERS-BURG
	21044-46	COLUMBIA
MA	01013-22	CHICOPEE
	01432-33	AYER
	01840-45	LAWRENCE
	01850-54	LOWELL
	01901-08, 10, 64	LYNN
	02540-41, 43	FALMOUTH
	02714, 40-48	NEW BEDFORD
	02720-26	FALL RIVER
	02760-63	NORTH ATTLEBORO
MI	48007, 83-84, 98-99	TROY
	48008-12, 25	BIRMINGHAM
	48018, 24	FARMINGTON
	48033, 53-59, 48304	PONTIAC
	48034, 37, 75-76, 86	SOUTHFIELD
	48043-46	MOUNT CLEMENS
	48063-64, 48308	ROCHESTER
	48067-73	ROYAL OAK

EXHIBIT 122.63a—Continued

STATE	ZIP CODES	CITY NAME
MI	48077–78, 87, 48311	UTICA
	48080–82	SAINT CLAIR SHORES
	48089–93, 97	WARREN
	48103–09	ANN ARBOR
	48120–26, 28	DEARBORN
	48150–54	LIVONIA
	48184–88	WAYNE
	48197–98	YPSILANTI
	48601–08, 63	SAGINAW
	48706–08, 10	BAY CITY
	49001–09	KALAMAZOO
	49014–17	BATTLE CREEK
	49201–04	JACKSON
	49423–24	HOLLAND
	49440–45, 70	MUSKEGON
MN	55303–04	ANOKA
	55343–45	HOPKINS
	55901–05, 38	ROCHESTER
MS	38701–04, 31, 55, 82	GREENVILLE
	39301–09	MERIDIAN
	39401–07	HATTIESBURG
	39501–07	GULFPORT
	39530–35	BILOXI
	39701–05	COLUMBUS
MO	63011, 21–22	BALLWIN
	63031–34	FLORISSANT
	63042–45	HAZELWOOD
	63301–03	SAINT CHARLES
	64050–58	INDEPEND-ENCE
	65201–29, 99	COLUMBIA
MT	59401–06, 14, 40, 76	GREAT FALLS
	59801–12	MISSOULA
NE	68801–03	GRAND ISLAND
NV	89431–33	SPARKS
NH	03060–63	NASHUA
NJ	07011–15	CLIFTON
	07017–19	EAST ORANGE
	07042–44	MONTCLAIR
	07050–52	ORANGE
	07060–63	PLAINFIELD
	07065–67	RAHAY
	07070–75	RUTHERFORD
	07090–92	WESTFIELD
	07450–52	RIDGEWOOD
	07601–08	HACKENSACK
	07631–32	ENGLEWOOD
	08002–03, 34, 08358	CHERRY HILL
	08540–44	PRINCETON
	08723–24	BRICK
	08753–57	TOMS RIVER
NJ	08817–20, 37	EDISON
	08861–63	PERTH AMBOY
NM	87501–09, 38, 40	SANTA FE
	88001–08	LAS CRUCES
NY	10550–59	MOUNT VERNON
	11001–05	FLORAL PARK
	11020–27	GREAT NECK
	11550–54, 88	HEMPSTEAD
	11580–83	VALLEY STREAM
	11702–04, 07	BABYLON
	12180–83	TROY
	13088–90	LIVERPOOL
	14424–25	CANANDAI-GUA
NC	27260–64	HIGH POINT
	27801–04	ROCKY MOUNT
	27834–36, 58	GREENVILLE
	28052–54	GASTONIA
	28301–09	FAYETTE-VILLE
	28401–07	WILMINGTON
	28601–03	HICKORY
OH	44035–39	ELYRIA
	44052–55	LORAIN
	44221–24	CUYAHOGA FALLS
	44481–86	WARREN
	45011–26	HAMILTON
	45042–44	MIDDLETOWN
	45801–09, 19, 54	LIMA
OK	73013, 34, 83	EDMOND
	73069–72	NORMAN
	73501–07, 58	LAWTON
	73701–06	ENID
	74003–06	BARTLESVILLE
	74011–14	BROKEN ARROW
	74074–78	STILLWATER
	74401–03	MUSKOGEE
	74601–04	PONCA CITY
OR	97005–07, 75–77	BEAVERTON
	97030, 80	GRESHAM
	97034–35	LAKE OSWEGO
	97123–24	HILLSBORO
	97301–14	SALEM
	97330–33, 39	CORVALLIS
	97401–05, 12, 40, 55	EUGENE
	97477–78, 82	SPRINGFIELD
	97501–04	MEDFORD
	97526–27, 43	GRANTS PASS
	97601–03, 25	KLAMATH FALLS
	97701–09	BEND
PA	15130–35	MC KEESPORT
	15901–15, 45	JOHNSTOWN

EXHIBIT 122.63a—Continued

STATE	ZIP CODES	CITY NAME
PA	16101-08	NEW CASTLE
	16601-03	ALTOONA
	16801-05	STATE COLLEGE
	18015-18	BETHLEHEM
	18640-44	PITTSTON
	19013-16	CHESTER
	19037, 63-65, 86, 91	MEDIA
	19053-59	LEVITTOWN
	19082-84	UPPER DARBY
	19380-83	WEST CHESTER
	19401-09	NORRISTOWN
RI	02860-65	PAWTUCKET
	02879-83	WAKEFIELD
	02886-89	WARWICK
SC	29150-54	SUMTER
	29301-18	SPARTAN-BURG
	29401-25	CHARLESTON
	29601-16	GREENVILLE
	29621-24	ANDERSON
SD	57701-09	RAPID CITY
TN	37040-44	CLARKSVILLE
	37311-12, 20, 64	CLEVELAND
	37601-15	JOHNSON CITY
	37660-65	KINGSPORT
	37813-16	MORRISTOWN
	38301-05, 14	JACKSON
TX	75006-08, 10-11	CARROLLTON
	75040-47	GARLAND
	75050-53	GRAND PRAIRIE
	75015-16, 38-39, 60-63	IRVING
	75028, 56, 67	LEWISVILLE
	75023-24, 74-75, 86	PLANO
	75080-85	RICHARDSON
	75116, 37-38	DUNCANVILLE
	75134, 46	LANCASTER
	75149-50, 80-82	MESQUITE
	75501-07	TEXARKANA
	75601-08	LONGVIEW
	75701-13	TYLER
	76003-07, 10-19, 94	ARLINGTON
	76021-22	BEDFORD
	76039-40	EULESS
	76051, 92	GRAPEVINE
	76053-54	HURST
	76201-06	DENTON
	76301-11	WICHITA FALLS
	76501-03, 08	TEMPLE
	76540-46	KILLEEN
	76901-06, 08-09	SAN ANGELO

STATE	ZIP CODES	CITY NAME
TX	77301-05, 84-85	CONROE
	77325, 38-39, 45-47, 96	HUMBLE
	77373, 79-83, 86-91	SPRING
	77429, 33	CYPRESS
	77449-50, 91-92	KATY
	77459, 89	MISSOURI CITY
	77478-79, 87	SUGAR LAND
	77501-08	PASADENA
	77520-22	BAYTOWN
	77550-53	GALVESTON
	77581, 84, 88	PEARLAND
	77590-92	TEXAS CITY
	77640-43	PORT ARTHUR
	77801-06	BRYAN
	77901-05	VICTORIA
	78040-44	LAREDO
	78130-33	NEW BRAUNFELS
	78501-04	MC ALLEN
	78520-26	BROWNSVILLE
	78550-52	HARLINGEN
	78626-28	GEORGE-TOWN
	78641, 45	LEANDER
	78664, 80-81	ROUND ROCK
	79701-12	MIDLAND
	79760-68	ODESSA
UT	84057-59	OREM
	84070, 91-92	SANDY
	84084, 88	WEST JORDAN
	84601-04	PROVO
VA	22021, 30-39	FAIRFAX
	22040-48	FALLS CHURCH
	22070-71, 90-96	HERNDON
	22101-09	MC LEAN
	22110-11	MANASSAS
	22115, 50-53, 56, 58-61	SPRINGFIELD
	22191-99	WOODBRIDGE
	22401-05	FREDERICKS-BURG
	22901-10	CHARLOTTES-VILLE
	23320-25	CHESAPEAKE
	23434-38	SUFFOLK
	23450-67	VIRGINIA BEACH
	23601-07, 28, 30	NEWPORT NEWS
	23651-70	HAMPTON
	23801-05	PETERSBURG
	24001-50	ROANOKE
	24501-15	LYNCHBURG
	24540-43	DANVILLE

EXHIBIT 122.63a—Continued

STATE	ZIP CODES	CITY NAME
WA	98002–03, 23, 47, 54, 63, 71	AUBURN
	98004–09	BELLEVUE
	98011–12, 21, 41	BOTHELL
	98031–32, 35, 42, 64	KENT
	98033–34, 83	KIRKLAND
	98036–37, 46	LYNNWOOD
	98052–53, 73, 82	REDMOND
	98055–58	RENTON
	98201–08	EVERETT
	98225–27	BELLINGHAM
	98310–15, 37	BREMERTON
	98371–74	PUYALLUP
	98501–07	OLYMPIA
	98660–68, 82, 84–86	VANCOUVER
	98901–09	YAKIMA
	99336–37	KENNEWICK
WV	26101–06	PARKERSBURG
WI	53081–83	SHEBOYGAN
	53140–42	KENOSHA
	53151, 86–88	WAUKESHA
	53542, 45–47	JANESVILLE
	54601–03	LA CROSSE
	54701–03	EAU CLAIRE
	54901–06	OSHKOSH
	54911–15, 19	APPLETON
WY	82001–09	CHEYENNE
	82601–15, 30, 38	CASPER

DMM Revision

Company Permit Imprints

Mailing pieces that have a company imprint must bear a complete return address. Effective immediately, the DOMESTIC MAIL MANUAL (DMM) is revised to permit that address to be printed below the imprint on unendorsed pieces that are mailed at the bulk third-class rate of postage.

Revise DMM 145.44 to read as follows:

145 Permit Imprints (Mail Without Affixed Postage)

* * * * *

145.4 Content of Permit Imprints

* * * * *

.44 Company Permit Imprints for Any Class of Mail. The city, State, and permit number may be omitted if the permit holder has permits at two or more post offices, provided the exact name of the company or individual holding the permits is shown in the permit imprint. When this style is used, the mailing piece *must bear a complete return address* (which should be located in the upper left corner of the address side as recommended by section 122.31). On pieces of unendorsed bulk third-class mail, the return address may be printed below the imprint. The permit holder must maintain records showing: (a) the post office at which any particular mailing was made; (b) date of mailing; (c) total weight of the mailing; (d) weight of a single piece; and (e) the amount of postage paid. Mailers must maintain these records for a one-year period and, upon request from postal officials, must make them available for inspection and audit. A sample piece from the mailing must must be available also.

A future issue of the DMM will include this revision.—*Rates & Classification Dept., 12–18–86.*

Law Department Employment Opportunities

The Law Department plans to hire several experienced attorneys and recent law school graduates to work in its regional counsels' offices in the near future. The department also plans to hire several third-year law students to begin work after graduation next year as entry-level (EAS–18) attorneys at the Washington, D.C., Headquarters and at several of its regional offices.

The Law Department conducts a highly competitive recruitment program at about 20 law schools and receives numerous inquiries from law students, recent graduates, and experienced attorneys from around the nation. The department is also committed to giving due consideration to applications from postal employees interested in exploring career opportunities as a Postal Service attorney.

Employees who are experienced attorneys, recent graduates, or third-year students from accredited law schools are encouraged to send a résumé, writing sample, and list of references familiar with their legal education or work to Daniel J. Foucheaux, Jr, Assistant General Counsel, Law Department, United States Postal Service, Washington, D.C. 20260–1142.

The Law Department will also hire six second-year law students to work as law clerks in Washington, D.C., during the summer of 1987. The department encourages interested employees who will have completed the equivalent of two full years of education at an accredited law school by the end of the spring 1987 semester to submit the same application materials to the same address.

Please ensure that the department receives all materials no later than December 31, 1986.

—*Law Dept., 12–18–86.*

DMM Revision

DOMESTIC MAIL MANUAL UPDATE LIST

DOMESTIC MAIL MANUAL (DMM) Issue 21 was distributed to all post offices and other Postal Service facilities in November. It is a complete revision and includes changes that appeared in POSTAL BULLETIN 21541, 11–21–85, through POSTAL BULLETIN 21582, 9–4–86. In addition, it reflects organization and title changes resulting from the 1986 Postal Service reorganization.

The cutoff date for this issue was 9–4–86, that is, it does not include changes made after that date. To help you keep your copy of Issue 21 current, we are listing all DMM changes published in the POSTAL BULLETIN (PB) since 9–4–86. We have also listed three revisions inadvertently excluded in Issue 21 and five pen-and-ink corrections. A future issue of the DMM will include these changes.

DMM Section	Title/Subject	PB No. & Date	PB Page
Exhibit 122.63a	Optional Multi-ZIP Coded Post Offices.	PB 21598, 12–18–86	3
Exhibits 122.63d, 122.63e, 122.63f, 122.63g, 122.63j, 122.63p, 122.63q.	Exhibit 122.63, Labeling Changes	PB 21598, 12–18–86	11
Exhibits 122.63h, 122.63k, 122.63l	Labeling Changes—Washington BMC	PB 21538, 10–31–85	8
125.2	APO/FPO Conditions	PB 21583, 9–11–86	1
		PB 21586, 9–25–86	18
		PB 21591, 10–30–86	13
		PB 21595, 11–27–86	1
137.252	Agency Authorization Codes	PB 21597, 12–11–86	7
137.153, 137.154	Form 103, *Originating Franked Mail*	PB 21589, 10–16–86	2
141.27	Printed Stamped Envelopes	PB 21586, 9–25–86	1
143.3, 145.4, 145.5	Mailer's Precanceled Postmark and Permit Imprints.	PB 21587, 10–2–86	7
144.1, 144.3, 144.6	Postage Meters	PB 21587, 10–2–86	5
144.112, 281.1, 281.2	Premetered Reply Envelopes for Express Mail.	PB 21587, 10–2–86	16
144.64	Postage Meter Location Control	PB 21583, 9–11–86	3
145.44	Company Permit Imprints	PB 21598, 12–18–86	8
149.251d, 149.252l	Insurance for Crickets	PB 21593, 11–13–86	6
149.4	Registered Mail Claims	PB 21596, 12–4–86	3
154.5, 154.9	Plant Load Regulations	PB 21591, 10–30–86	3
159.2, 291.1, 391.1, 391.2	Forwarding Periods for First-Class and Express Mail.	PB 21590, 10–23–86	7
292.1	Redelivery of Express Mail Next Day Items.	PB 21504, 3–7–85	9
381.1, 781	Permit Imprints on Mailings of Nonidentical Weight.	PB 21597, 12–11–86	13
425.2, 441.1, 444.1, Exhibit 447(p.3)	Eligibility to Mail Issues of a Publication at Second-Class Rates.	PB 21591, 10–30–86	17
464.2, 464.3, 667.1, 767.2, *Exhibit 122.63p, 122.63q, 122.63r.	New Mixed States Labeling Requirements for Mailer Prepared 2nd-, 3rd-, and 4th-Class Mail.	PB 21591, 10–30–86	21
622.1, 667.3	New Bulk Third-Class Sacking Requirements.	PB 21586, 9–25–86	15
691.5	Forwarding and Return Services (*d*)	PB 21549, 1–16–86	1
914.1, 932.4	Duplicate Return Receipts	PB 21590, 10–23–86	2

*See "Exhibit 122.63, Labeling Changes" article in this POSTAL BULLETIN on page 11.

Pen-and-Ink Corrections

Section 411.342: Change to "Per Piece Rate is 6.6¢."
Section 951.122: Change citation in last sentence to "122.21 or 122.22" (replacing 122.16).
Section 951.29a: Change first word to "plug" ("plus" is incorrect).
Section 952.125: Change citation in last sentence to "122.21 or 122.22" (replacing 122.16).
Index: Change section reference for First-Class Mail, Priority, Description to 325.1 (replacing 324.1).

—Office of Information Management, 12–18–86.

Treasury Department Checks

The normal first of the month delivery date for January's Veterans' Administration (VA) Compensation and Pension and Supplemental Security Income payments falls on a holiday. As a result, they should be delivered on Wednesday, December 31, 1986. The Austin, Birmingham, Chicago, Kansas City, Philadelphia, and San Francisco Financial Centers will release the Supplemental Security Income checks to the Postal Service. The Austin center will release the VA Compensation and Pension checks, whose envelopes will bear the legend:

> Postmaster: Requested delivery date is the 31st day of the month.

The Civil Service annuity, public debt interest, and railroad retirement checks should be delivered on Friday, January 2, 1987. The Austin, Birmingham, Chicago, Kansas City, Philadelphia, and San Francisco Financial Centers will release the railroad retirement checks. The Chicago Financial Center will release the Civil Service annuity and public debt interest checks. Their envelopes will read:

> Postmaster: Requested delivery date is the first of the month or the first delivery date thereafter.

The normal third of the month delivery for Social Security benefit payments falls on a Saturday. The checks are to be delivered on Friday, January 2. The Birmingham, Chicago, Kansas City, Philadelphia, and San Francisco Financial Centers will release the checks. The envelopes will bear the legend:

> Postmaster: Requested delivery date is the second day of the month.

—Mail Processing Dept., 12–18–86.

Reader's Digest Association Mailing

The publishers of *Reader's Digest* have scheduled Phase II of their multimillion-piece nationwide sweepstakes mailing. This phase will include three types of mail.

1. First-Class advance notices and postcards,
2. First-Class letters, and
3. Third-Class letters.

All the advance notices and postcards will be prepared as Presort First-Class Mail and arrive at the acceptance units in green nylon sacks or trays tagged, "Requested Home Delivery, December 26, 1986, or December 29, 1986." The First- and third-class letters will arrive presorted by carrier routes or 5-digit ZIP Code areas, where qualified, and in canvas sacks or as trayed mail. The First-Class letters will be tagged, "Requested Home Delivery, December 29, 1986." The third-class letters will be tagged, "Requested Home Delivery, December 31, 1986."

This mailing is an annual event for the Reader's Digest Association. In previous years, some mailpieces that were deliverable or forwardable were returned erroneously. Delivery units must deliver every piece of deliverable mail. If the mailpiece is undeliverable-as-addressed (UAA), and the customer has a valid Form 3575, *Change of Address Order,* on file, the Computer Forwarding System Unit (CFS Unit) must forward the mail to the customer's new address. If the mailpieces are UAA with no Form 3575 on file, return them to:

Reader's Digest
Pleasantville, NY 00401–0001

Note: Attempt delivery of the advance notices and postcards on December 26, 1986, or December 29, 1986. The sweepstakes First-Class letters should be delivered on, but not before, December 29, 1986. The sweepstakes third-class letters should be delivered on, but not before, December 31, 1986.—*Delivery Services Dept., 12–18–86.*

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NO. 183

Keep all foreign order notices for use as reference.

Tentative Order. A tentative *False Representation Order* has been issued against the following:

LIECHTENSTEIN

International Trade Information
P.O. Box 529, FL–9490
Vaduz/Liechtenstein

Do not dispatch any mail to the above. Place the mailpieces in a pouch that has been endorsed "Foreign Order Mail" and send it to Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029–A, New York, NY 10199–9543. Do not place any endorsement on the mailpieces themselves.

This notice may be posted at the outgoing primary, and it must be posted on the Foreign Order Board at all MSCs and designated International Exchange Offices.

—Judicial Officer, 12–18–86.

DMM Revision

EXHIBIT 122.63, LABELING CHANGES

Effective January 3, 1987, the following exhibits in the DOMESTIC MAIL MANUAL (DMM) are revised as follows:

EXHIBIT 122.63d

Sectional Center Facilities Serving More Than One Three-Digit Zip Code Prefix Area

ZIP Codes	SCF Name
206–207	SOUTHERN MD
208–209	SUBURBAN MD

EXHIBIT 122.63e

Optional Area Distribution Center (ADC) Labeling List for Use with Presort First-Class Mailings Only

Destination ZIP Codes	Label To—
940–941, 943–949	DIS SFO–B CA 940
936–939, 942, 950–961	DIS SFO–A CA 940

EXHIBIT 122.63f

Optional State Distribution Center (SDC) Labeling List for Mailer Prepared Second-Class Publications

Destination ZIP Codes	Destination State	Label To—
206–209	MD*	DIS SOUTHERN MD 206

EXHIBIT 122.63g

Optional State Distribution Center (SDC) Labeling List for Mailer Prepared Third- and Fourth-Class Letter and Flat Size Mail

Destination ZIP Codes	Destination State	Label To—
030–039	NH/ME*	DIS MANCHESTER NH 030

EXHIBIT 122.63j

State Labeling List for Mailer Prepared Third- and Fourth-Class Letter and Flat Size Mail

Destination ZIP Codes	Destination State	Label To—
030–039	NH	DIS MANCHESTER NH 030

Make the following pen-and-ink changes to DOMESTIC MAIL MANUAL (DMM) Exhibits 122.63p and 122.63q, which appeared in POSTAL BULLETIN 21591, 10–30–86, page 21.

EXHIBIT 122.63p

Originating Mixed States Labeling List for Mailer Prepared Second-Class Publications

Originating ZIP Codes	Originating State	Label To—
320–329, 334–339, 342, 349.	FL	MXD JACKSONVILLE FL 320
995–999	AK	See (2) below.

[2] Mail which originates in ZIP Code areas, 995–996, 997, 998, or 999 must be sacked separately and labeled to the origin SCF. For example, mail originating in ZIP Code area 995–996 must be labeled to SCF ANCHORAGE AK 995.

EXHIBIT 122.63q

Originating Mixed States Labeling List for Mailer Prepared Third-Class Letter, and Third- and Fourth-Class Flat Size Mail

Originating ZIP Codes	Originating State	Label To—
150–168	PA	MXD BMC PITTSBG PA 15090 000
706, 710–712, 750–799, 718.	TX	MXD BMC DALLAS TX 742
995–999	AK	See (2) below.

[2] Mail which originates in ZIP Code areas, 995–996, 997, 998, or 999 must be sacked separately and labeled to the origin SCF. For example, mail originating in ZIP Code area 995–996 must be labeled to SCF ANCHORAGE AK 995.

EXHIBIT 122.63r

Originating Mixed States Labeling List for Mailer Prepared Third- and Fourth-Class Irregular Parcels

Originating ZIP Codes	Label To—
995–999	See (2) below.

[2] Mail which originates in ZIP Code areas, 995–996, 997, 998, or 999 must be sacked separately and labeled to the origin SCF. For example, mail originating in ZIP Code area 995–996 must be labeled to SCF ANCHORAGE AK 995.

A future issue of the DMM will include these changes.—*Mail Processing Dept., 12–18–86.*

FEDERAL INCOME TAX WITHHOLDING

Beginning with Pay Period 01, 1987, payroll checks will reflect the changes in the Federal income withholding tax and the value of the exemption. The exemption value has increased from $41.54 to $73.08. The following tax rate tables and computations are based on the employee's biweekly payroll.

Federal Income Withholding Tax Rate Tables

(a) SINGLE person—including head of household:

If the amount of wages is:	The amount of income tax to be withheld shall be:
Not over $25	0

Over—	But not over—		of excess over—
$25	—$94	11%	—$25
$94	—$671	$7.59 plus 15%	—$94
$671	—$1,063	$94.14 plus 28%	—$671
$1,063	—$2,102	$203.90 plus 35%	—$1,063
$2,102		$567.55 plus 38.5%	—$2,102

(b) MARRIED person—

If the amount of wages is:	The amount of income tax to be withheld shall be:
Not over $72	0

Over—	But not over—		of excess over—
$72	—$187	11%	—$72
$187	—$1,148	$12.65 plus 15%	—$187
$1,148	—$1,802	$156.80 plus 28%	—$1,148
$1,802	—$3,533	$339.92 plus 35%	—$1,802
$3,533		$945.77 plus 38.5%	—$3,533

You can predict or check your new withholding amount by following these steps:

1. Determine your normal biweekly gross salary from your earnings statement.

2. Multiply the number of exemptions you have claimed by the new exemption value, $73.08. (The Federal tax line on your earnings statement shows the number of exemptions you claimed. For example: S1=single with one exemption, M2=married with two exemptions.)

3. Subtract the amount in (2) from the amount of gross biweekly wages in (1). This figure is the amount subject to withholding tax.

4. Find the range that includes this figure (3) on the new table and determine the percentages and the amounts to be withheld.

EXAMPLE

A married employee is paid $1,000 gross biweekly salary. This employee claims three exemptions (the earnings statement shows M3 on the Federal tax line). Using the table, the employee can check the amount withheld for Federal tax as follows:

1. Total biweekly gross wages	$1,000.00
2. Three exemptions (3 times the new exemption value, $73.08)	$219.24
3. Amount subject to withholding ($1,000 minus $219.24 for exemptions)	$780.76
4. According to the new tables, this figure falls in the "$187–$1,148" category in the Married column. So the employee computes:	
Tax on first $187 ($187 minus $72=$115, taxed at 11%)	$12.65
Tax on the balance ($780.76 minus $187=$593.76, at 15%)	$89.06
Total Federal tax withheld on each biweekly payroll check	$101.71

Note: This total may vary by a few cents due to rounding.—*Dept. of the Controller, 12–18–86.*

1986 FORM W–2, WAGE AND TAX STATEMENT

All postal employees should have a current home mailing address on file to ensure the timely receipt of Form W–2, *Wage and Tax Statement.* Employees whose address changed in 1986, and who already have not done so, should initiate Form 1216, *Employee's Current Mailing Address.* The 1986 W–2 Statement will reflect address changes processed by December 31, 1986.

To request a duplicate or corrected Form W–2, employees must write to the appropriate servicing Postal Data Center listed below. The request must include the employee's name, signature, current address, Social Security number, the office of employment, relevant year(s), and the type of request, duplicate or correction. If a correction is requested, the employee must also include the reason for the correction.

The Postal Data Centers addresses are:

Servicing Area	PDC Address	Types of W–2s Issued
Northeast Region	Director	Payroll
Eastern Region Headquarters.	New York Postal Data Center, 1250 Broadway, New York, NY 10099–9610, Attn: Payroll Control Branch.	Carrier Drive-Out Relocation (for payments made through A/P 01/87 only)
Central Region	Director	Payroll
Southern Region	Minneapolis Postal Data Center.	Carrier Drive-Out
Western Region	Twin Cities AMF, MN 55111–9610, Attn: Payroll Control Branch.	Relocation (for payments made through A/P 01–87 only)
Western Region **All other regions** Headquarters	Director, San Mateo Postal Data Center, 2700 Campus Drive, San Mateo, CA 94497–9000, Attn: W–2 Request.	Relocation Only (for payments made in A/P 02/87 and A/P 03/87

—*Department of the Controller, 12–18–86.*

Warning Notice—Unrecovered Missing Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001–399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21597 article.

476,735,159 to 5,200
476,737,701 to 7,800
477,059,734 to 060,200
477,185,201 to 5,300
478,956,914 to 7,000
479,051,145 to 1,200
479,296,551 to 6,600
480,283,601 to 3,900
481,465,401 to 5,500
481,694,201 to 4,300
481,961,820 to 2,500
482,642,201 to 2,700
483,036,081 thru 100
483,235,925 to 7,100
483,267,408 to 7,500
483,588,491 to 8,500
484,831,690 to 1,700
484,993,976 to 4,000
485,096,571 to 6,600
486,680,601 to 0,800
488,438,593 to 9,000
488,447,578 to 8,000
489,567,001 thru 300
489,622,201 to 2,400
489,925,959 to 5,999
489,926,001 to 6,100
490,141,201 to 1,300
490,267,729 to 8,000
490,615,601 to 5,700
490,800,401 to 0,700
491,047,126 to 7,200
491,138,150 to 8,400
491,147,262 to 7,300
492,218,401 to 9,300
492,227,671 to 7,700
492,271,501 to 1,600
493,495,254 to 5,600
493,702,011 to 2,200
493,702,301 to 3,100
493,802,201 to 2,300
494,241,050 to 1,400
494,621,458 to 1,500
494,685,532 to 5,600
494,743,145 to 3,200
497,107,401 to 7,600
497,151,007 to 1,100
497,180,801 to 1,400
498,051,500 to 1,509
498,350,301 to 0,700
499,890,881 to 0,950
500,471,201 to 1,900
500,739,642 to 9,700
500,759,601 to 760,100
500,856,384 to 6,400
500,946,385 to 6,400
501,922,438 to 2,500
502,025,206 to 5,300
503,787,759 to 7,769
503,844,271 to 4,400
505,099,364 to 9,500
506,506,101 to 6,200
507,721,901 to 2,000
508,855,721 to 6,500
508,672,690 to 2,800
508,726,701 to 6,800
508,726,823 to 7,000
510,068,801 to 9,000
511,899,301 to 9,600
512,328,808 to 8,900
512,373,932 to 4,500
513,426,858 to 7,300
513,457,701 to 7,800
515,790,190 to 0,230
515,892,011 to 2,020
516,649,101 to 9,200
516,882,201 to 2,300
518,114,834 to 5,000
518,126,550 to 6,900
518,147,801 to 8,000
518,761,501 to 1,600
520,736,961 to 7,000
522,798,708 to 8,800
523,727,009 to 7,100
525,483,962 to 4,000
525,774,402 to 4,600
525,871,401 to 1,500
526,389,501 to 9,600
526,389,972 to 390,000
528,910,726 to 0,900
530,756,618 to 6,700
531,847,601 to 7,700
531,856,401 to 6,500
532,013,666 to 3,700
532,401,823 to 1,900
532,464,390 to 4,600
532,883,490 to 3,500
533,820,480 to 0,496
533,820,501 to 0,599
535,084,079 to 4,200
536,549,001 to 550,300
536,550,301 to 551,200
536,606,101 to 6,300
537,417,901 to 8,000
537,646,901 to 7,301
537,781,201 to 1,600
537,614,901 to 5,600
539,124,001 to 4,600
539,805,426 to 5,600
539,989,721 to 9,800
539,991,061 to 1,100

INTERNATIONAL FIRST FLIGHT CACHET

American Airlines' inaugural flight from San Juan, Puerto Rico, to St. Lucia, West Indies, on January 15, 1987, will receive official cachet and philatelic treatment. The San Juan Post Office and the San Juan Airport Mail Facility will apply the cachets.

Section 244.63 in the Postal Operations Manual describes how to prepare covers to be sent on a first flight service:

1. Address all covers and affix postage at 39 cents per half ounce.

2. Allow a clear space for the cachet, 2½ by 2½ inches on the lower portion of the envelope and to the left of the address. Provide an additional 1½ inches to the left of the innermost stamp to permit a clear postmark. Each envelope should contain a filler of postal card thickness to assure good impressions of the cancellations.

3. Place the covers in outer envelopes and mail them to reach the office applying the cachet no later than three days before the scheduled date of the flight. Write "First Flight Covers" in the lower left corner of the outer envelopes.

4. The office will not accept aerogrammes and postal cards and will impose a limit of 50 covers per customer per flight. Covers already postmarked and those not prepared in accordance with instructions will not receive cachets or cancellations.

5. Send the covers to:

Postmaster
First Flights
San Juan, PR 00936–9998

Operations Manager
Airport Mail Facility
First Flights
San Juan International Airport
San Juan, PR 00913–9998

—Philatelic Affairs Dept., 12–18–86.

INVALID EXPRESS MAIL CORPORATE ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB **21597** listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

009567	114089	331748	402253	554557	631168	770170	815035	921363
009575	114150	331782	405062	554581	631300	770200	841084	921371
010057	117161	333312	405065	554582	631371	770347	841234	921374
010059	117217	333759	405068	577036	631372	770404	841238	921499
011029	120117	333774	405070	581041	641236	770427	841243	921507
018164	122126	333834	405074	581581	641252	770475	841250	922062
018188	122143	333845	405079	591180	641253	770526	841254	924108
021203	132038	334033	411001	600012	641262	770547	846024	926679
021258	170091	334039	432132	600021	641267	770667	846031	926701
021269	187010	334041	432193	600033	641271	770680	850050	926708
021282	191436	334043	441005	600063	641281	770862	850085	926743
021295	191457	334062	441556	600064	641283	770903	850095	926760
021423	193129	334070	441598	600066	641291	771001	850440	926862
021486	193139	334206	449001	600104	641293	772003	856027	926922
021539	212125	334229	451002	600115	641301	772072	871077	926933
038094	212235	334247	452032	600148	641307	772093	871232	926990
040007	212270	334251	452310	600303	641318	772112	871233	927264
064050	220075	335007	452312	600617	641333	772137	871235	927282
064051	221060	335024	452342	600684	641354	772139	871305	927327
065032	222048	335088	452358	600922	641364	772140	891303	927383
066054	223060	335098	452396	601058	658137	772141	900080	927399
066100	236028	335099	454069	601096	681029	772142	901070	927414
069208	282227	335144	454130	601173	681205	772143	901121	927430
071496	282236	335145	454151	601178	685036	772144	901303	928405
072200	282237	335146	462117	601212	685038	772145	901375	931333
075075	282238	335147	462150	601216	685044	772148	901383	931964
075082	282241	335165	462159	601218	701998	772149	901456	937099
075093	282246	335168	462162	601227	701999	772150	901489	937232
075096	283132	335200	468083	601233	705171	772151	901497	941270
075098	294129	335204	482124	601235	708280	772152	901522	945316
076011	294154	335215	482172	601353	711253	772153	901537	945330
076032	296108	335567	482213	601559	711315	772154	901625	946075
076085	296141	335597	482336	601601	713038	772155	902207	948028
080014	303418	336023	490047	601631	713039	772156	902361	950145
080033	303566	336360	490056	601655	731252	772157	902486	950181
089083	303571	337151	500011	601702	731263	772197	902546	950226
100736	303585	339117	505150	601978	731300	772265	910204	951156
101018	303734	339307	532218	601982	731333	772302	910210	951229
101060	303748	339311	532224	601983	731392	780056	911063	951278
101117	303769	339315	532234	602018	741366	782278	912231	953009
101321	303775	339326	532238	602023	741378	782317	913435	953072
101359	303817	339800	532243	602026	741390	784118	913441	958152
101517	303819	352172	549052	602028	741393	785007	917572	958155
101581	303923	361053	551131	603011	741507	787391	917629	958182
101801	314120	372267	551150	605407	752437	787413	917650	972266
101969	325110	372306	551151	605411	752558	794011	917680	974045
102178	327098	374091	551158	605416	752621	794015	921232	981539
102179	327140	381352	551169	607274	752649	799155	921316	981568
109129	328149	392105	551172	607609	752672	800000	921320	981585
111061	328218	392136	551174	613106	752678	801037	921329	981590
112069	331007	392137	551199	620012	760270	801039	921339	984068
112311	331132	392142	554511	620013	760330	802467	921341	
113050	331192	392166	554543	620019	761021	802484	921349	
113055	331194	402191	554550	620020	761312	802532	921350	
113080	331664	402245	554553	624014	770010	809028	921359	

—Marketing Dept., 12–18–86.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below) Destroy PB 21597 listing. PB 21461 listing for B Old Style (Gray) remains valid. Retain C Counterfeit PB 21471 listing. ***Reminder*—check for altered dollar amounts by holding money order to the light.**

269 419 8661 to 8699
279 022 5467 to 5499
282 336 2000 to 2499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
286 361 4362 to 4599
286 366 7304 to 7799
286 517 2828 to 2899
286 980 9355 to 9399
287 112 9320 to 9399
287 171 3334 to 3399
287 867 5524 to 5599
288 246 6658 to 6699
288 498 4400 to 4499
288 498 4600 to 4999
288 823 7647 to 7699
288 823 7772 to 7799
288 998 5000 to 9999
289 172 4400 to 4499
289 172 4546 to 4599
289 177 2000 to 2199
289 657 9041 to 9099
289 860 7471 to 7493
290 248 0321 to 0399
290 503 0076 to 0099
290 746 6731 to 6999
290 827 0055 to 0099
291 191 7500 to 7599
291 497 2837 to 2899
291 656 6243 to 6299
291 770 1687 to 1699
292 220 0000 to 0099
293 295 3257 to 3399
293 332 5664 to 5699
294 372 7226 to 7299
294 372 7347 to 7499
294 698 9842 to 9899
294 794 9075 to 9099
294 794 9200 to 9299
294 901 5400 to 5599
295 256 4605 to 4699
295 337 1915 to 1999
295 394 8000 to 8099
295 420 8030 to 8099
295 429 3300 to 3599
295 429 3700 to 3999
296 044 5800 to 5899
296 410 1323 to 1399
296 477 3926 to 3999
296 576 5232 to 5299
296 843 5473 to 5499
296 846 9858 to 9899
297 124 4700 to 4899
297 165 1450 to 1499
297 443 5000 thru
297 576 4999
297 907 0975 to 0999
297 914 6561 to 6599
298 752 5500 to 5599
298 922 2116 to 2199
298 925 6733 to 6799
299 022 0389 to 0399
299 099 9586 to 9599
299 134 8017 to 8299
299 445 0182 to 0199
299 550 0776 to 0799
300 016 9813 to 9899
300 022 5100 to 5199
300 048 0096 to 0199
300 166 7227 to 7299
300 253 7063 to 7099
300 254 9700 thru
300 255 0199
300 918 6700 to 6799
301 328 7905 to 7999
301 333 5000 to 5099
301 424 3477 to 3499
302 000 0000 thru
302 123 9999
320 208 3305 to 3499
320 624 7474 to 7499
320 783 7168 to 7199
321 401 5025 to 5034
321 670 1900 to 1999
322 013 7200 to 7299
322 722 7900 to 7999
323 854 0619 to 0699
323 854 0900 to 0999
325 097 0300 to 0399
325 465 7956 to 7999
325 645 2575 to 2599
325 734 5219 to 5299
325 739 7200 to 7399
325 934 0584 to 0599
326 181 8203 to 8299
326 231 8440 to 8499
326 231 8576 to 8599
326 231 8600 to 8999
326 231 9000 to 9299
326 687 6538 to 6564
328 160 3235 to 3299
328 160 3304 to 3399
328 189 6539 to 6578
328 229 6407 to 6499
328 251 0600 to 0899
328 275 3170 to 3299
328 423 3448 to 3468
328 432 7367 to 7499
328 435 1989 to 1999
328 543 6745 to 6799
328 543 7400 to 7599
328 817 7879 to 7899
329 165 9000 to 9999
329 170 5151 to 5199
329 825 3306 to 3899
330 053 4777 to 4789
330 360 0989 to 0999
330 402 2100 to 2199
330 726 8851 to 8891
330 982 3100 to 3199
331 201 5539 to 5599
331 468 0700 to 0799
331 631 5705 to 6099
331 643 7553 to 7599
331 890 8100 to 9099
331 960 6019 to 6199
331 966 6733 to 6799
340 044 0851 to 0861
340 283 0024 to 0100
340 367 3100 to 3199
340 624 5530 to 5549
340 761 4101 to 4299
341 168 4000 to 4999
341 818 4173 to 4199
341 999 8038 to 8052
342 442 5051 to 5093
342 442 6402 to 6499
342 511 0441 to 0457
343 550 0510 to 0599
344 091 7382 to 7499
344 130 6283 to 6299
344 175 9580 to 9589
344 850 1600 to 1699
346 654 0669 to 0699
346 693 2520 to 2599
347 338 4189 to 4199
347 458 7148 to 7199
347 492 6411 to 6499
347 641 3780 to 5699
347 696 3806 to 3899
347 645 0367 to 0399
348 036 3713 to 3799
348 036 4366 to 4599
348 412 9028 to 9099
348 535 1703 to 1728
348 714 5286 to 5299
348 755 7904 to 7999
349 116 6533 to 7499
349 389 9242 to 9299
349 615 0000 to 0099
349 910 0000 to 0399
350 251 5100 to 5199
350 366 1104 to 1119
351 113 4615 to 4699
351 113 4800 to 4899
351 113 4900 to 4999
351 110 4900 to 4999
360 003 2454 to 2499
360 037 4500 to 4549
360 038 0502 to 0599
360 112 8583 to 8599
360 134 2600 to 2699
360 135 5611 to 5699
360 135 8159 to 8199
360 172 1404 to 1499
360 257 2100 to 2199
360 282 4600 to 4699
360 403 8453 to 8499
360 418 0700 to 0799
360 419 6700 to 6799
360 535 5648 to 5657
360 762 9368 to 9399
361 142 2817 to 2899
361 754 9300 to 9499
361 782 4204 to 4299
361 974 6812 to 6999
362 299 8900 to 8999
363 130 1575 to 1599
363 130 4500 to 4599
363 374 9010 to 9099
363 444 9333 to 9399
363 560 5050 to 5099
363 851 4259 to 4299
363 853 7582 to 7799
363 861 7600 to 7899
363 904 4540 to 4999
363 922 5744 to 5799
363 930 9400 to 9699
363 965 7892 to 7999
364 467 6102 to 6199
364 826 1081 to 1099
365 512 9428 to 9499
365 693 4200 to 4299
365 842 7960 to 7999
365 997 7565 to 7699
366 205 2072 to 2099
366 772 6702 to 6799
366 998 7669 to 7681
367 303 6006 to 6099
367 396 9705 to 9799
367 396 9900 to 9999
367 428 8800 to 8999
367 519 6700 to 6899
368 371 3923 to 3999
368 730 7825 to 7899
368 854 6200 to 6299
368 978 0561 to 0599
369 345 0188 to 0199
369 674 8141 to 8199
369 718 3783 to 3799
370 193 8257 to 8299
372 407 1025 to 1099
373 390 2301 to 2399
373 390 2518 to 2599
373 390 2604 to 2699
373 463 0902 to 0999
802 678 2605 to 2699
803 605 2840 to 2899
803 605 6300 to 6499
805 323 5006 to 5024
990 117 5600 to 5999

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE $300

FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

FIRST-CLASS

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POSTAL BULLETIN ORDER FORM

Postal Facility, Company, or Personal Name	Old Quantity	New Quantity
Attention Line (if needed)	Customer's Home Phone ( )	Customer's Office Phone ( )
Street Address	Name of Approving Manager	
City, State, ZIP + 4	Signature of Approving Manager	
Country (if needed)	Credit Card No. (if used)	Exp. Date (Mo/Yr)

Check One:
☐ **MasterCard** ☐ **VISA accepted.**

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